SCRIPT/PLUS

The Powerful Wordprocessor With The PLUS

For Commodore 16 And Plus/4

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COMPUTERS

SCRIPT / PLUS
USER GUIDE

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INTRODUCTION

Script/Plus is one of the most powerful word processors available for any micro-computer. It allows you to create, store and modify short and long documents with professional ease. Script/Plus can work in 240 columns and can do row and column arithmetic using one of its calculator functions. This makes Script/Plus excellent for producing tables of figures or invoices. Text and tables can be stored on disk or tape to be printed or modified when required.

WHAT IS A WORD PROCESSOR?

A word processor is simply a means of entering, editing, printing and storing text, using a computer. Many hours of tedious retyping can be eliminated by using a word processor.

Normal typing procedures are used to enter text, with one major difference. Carrriage returns are not placed at the end of each line. Instead, the RETURN key is pressed only at the ends of paragraphs. The printed line length is indicated in a format instruction and Script/Plus measures and arranges the text on output. This is called free-format input, which means the layout of the text is not controlled when typing.

ORGANIZATION OF THIS MANUAL

The Script/Plus manual is organized into the following sections:

- Self-Teaching Guide
- Reference
- Appendices
- Glossary
- Index

The self-teaching guide will teach you how to use Script/Plus. It is organized by lessons, which are broken down into exercises. At the beginning of each lesson, you are told what the lesson will teach you. The exercises provide examples of the concepts outlined in the beginning of the lesson.

The Reference chapter summarizes all the information contained in the self-teaching guide. In addition, it describes commands not covered in the self-teaching lessons. The Reference section can be used as a guide to a specific command or idea.

Appendix A explains the keyboard and the cursor.

Appendix B contains information on disk formatting.

Appendix C provides some sample document formats.

Appendix D explains the error messages.

Appendix E outlines the variations in different printers.

Appendix F lists the default values.

Appendix G describes how to use Script/Plus for filing applications.

CONVENTIONS USED IN THIS MANUAL

Throughout this manual, you will be told to press certain keys or hold down a key and press another key. The following list contains the conventions used in this manual to represent certain keys.

Convention	*Means*
<RETURN>	Press the RETURN key. Some operations require that you press this key.
CURSOR RIGHT CURSOR LEFT CURSOR UP CURSOR DOWN	Press the corresponding arrow key located in the lower right corner of your Plus/4 and in the upper right of your C16.

SELF-TEACHING GUIDE

This section of the manual introduces you to the Script/Plus word processor.

Using Script/Plus is easy. You type your text like you would with a typewriter. In addition, you have at your disposal several ways to tell the word processor to do special things with your text, such as changing margins or beginning a new page. Unlike a typewriter, you don't have to press the RETURN key at the end of each typed line. You only need to press RETURN at the end of a paragraph. The word processor takes care of line spacing automatically with a feature called word wrap. Word wrap makes sure the printed result of your typing looks good.

In this section of the manual, we provide exercises that show you how to use Script/Plus. Each lesson of this self-teaching guide builds on material presented in the previous lessons. We recommend you type in all the exercises and examples. Once you have mastered the examples provided here, you should have little trouble using Script/Plus for your own documents.

Not all the features of Script/Plus are explained in the self-teaching guide. They are explained, however, in the Reference section.

Unless you are an experienced word processor, don't try to complete this self-teaching section in one sitting. Go slowly end practice each new operation several times. At the end of each lesson, you will find brief summaries of the material covered in the lesson. These summaries provide good stopping points, where you can practice on your own. Once you have mastered one aspect of the program, you can continue.

GETTING STARTED

1. Make sure your computer, disk drive, printer and monitor or television screen are connected properly.

2. To perform the exercises in this guide, you will need a formatted diskette. See Appendix B or your disk manual for instructions on how to format a disk.

3. Turn off your Commodore computer before inserting the Script/Plus cartridge.

4. Insert the cartridge, label side up, into the memory expansion port on the back of your computer.

5. Turn on your computer. To activate Script/Plus, press the f2 key.

6. At the SYS message, press RETURN. The Script/Plus title screen is displayed.

LESSON 1—ENTERING, EDITING, PRINTING AND SAVING TEXT

In this lesson, you will learn:

- How to enter text.
- How to edit text with the cursor keys.
- How to print a document.
- How to insert a line.
- How to set margins.
- How to save a document on diskette or cassette.

———————————————————————————————————————

In this lesson, you will enter and print a sample business letter. Before starting with Script/Plus, make sure you are familiar with the keyboard and the cursor of your Plus/4 or C16 computer. The User's Guide supplied with the computer provides an excellent introduction to the keyboard. Appendix A also provides an introduction to cursor movement.

You will need a formatted diskette or blank cassette tape to save the text you type. Appendix B explains how to format a diskette

EXERCISE 1—SETUP MENU

1. Make sure the Script/Plus cartridge is in place and that your equipment is turned on as described in “Getting Started.”

2. Press **f2**. After the SYS message, press <**RETURN**>.

3. Your screen should look like this:

Script/Plus Word Processor **V1.0**

Copyright 1983 Precision Software

Enter Text Width (40-240) cols ?

(D)isk (T)ape or Device No. (8) ? d

Printer Type (0-4) ? 0

0 CBM Matrix Printer

1 Epson or Other Matrix

2 Nec Spinwriter

3 Qume/Diablo/8300/6400

4 Other Non-Matrix Printer

Script/Plus is waiting for you to answer some setup questions.

4. At Enter Text Width (40-240) cols?, type: **40**<**RETURN**>. Although the screen of your computer is 40 columns wide, Script/Plus allows you to set widths from 40 to 240 columns. This is particularly useful when you are preparing tables. For most applications, 40 columns is the easiest to use. The Text Width only relates to the length of the line displayed on your screen as you type. The width of the printed text is set independently of the text width.

5. At (D)isk, (T)ape or Device No. (8)?d,

   a. Press <**RETURN**> if you are using a disk drive.

   or

   b. Type: **t**<**RETURN**> if you are using a cassette tape.

6. At Printer Type (0-4)?0

   a. Press <**RETURN**> if you are using a Commodore matrix printer.

   or

   b. Press **3** if you are using a Commodore letter-quality printer.

   or

   c. Press **2** or **4** depending on the type of printer you are using. See Appendix C for additional information on printers.

NOTE

At any time in Script/Plus you can return to this initial menu by typing: <**ESC SHIFT CLEAR**> without losing any of your text.

Script/Plus is now in Edit mode and is ready for you to type text. Your screen should look like this:

```
EDIT   :MODE              W                    L:001   C:001
■
```

The broad line at the top of the screen is called the status line and is used by Script/Plus to give you information. Get into the habit of watching the status line. The position of the cursor is indicated at the right side of the status line. L:001 C:001 means that the cursor is in line 1, column 1 of your document.

Move the cursor around the screen using the gray cursor arrow keys in the lower-right corner of your Plus/4 keyboard. The line and column numbers change as the cursor moves. See Appendix A for additional information on the cursor.

The left part of the status line tells you the current mode of operation. Script/Plus has three modes:

- Edit—used for typing in text.
- Command—used to tell Script/Plus to perform special functions like printing or saving text.
- Disk—used to perform special disk-related maintenance functions such as listing a directory or deleting a file.

Whenever you change modes, the word MODE on the status line blinks slowly and the computer beeps to alert you.

Press the **ESC** key once to see how to activate Command mode. Press **ESC** again to exit Command mode.

EXERCISE 2—ENTERING TEXT

You are now ready to create a document with Script/Plus. If you make any typing mistakes, you can use the Delete or Insert keys to correct them.

1. To see how the Insert and Delete keys work, type the following text:

   The Delete key can delete.

2. Press the **Del** key once to delete the period.

3. Press and hold the **Del** key until the cursor is at L:001 C:001.

4. Type the following line:

   The Insert key inserts.

5. Use the Cursor Left key to position the cursor at L:001 C:016 over the “i” in “inserts.”

6. Press and hold the **Shift** key and press and **Inst/Del** key. Move the word “inserts” to the right far enough to type “**is used for**.”

7. Delete line 1 using the **Del** key.

8. Type the following letter. The < means press <RETURN>. If you make a mistake, use Insert or Delete to correct it. As you reach the end of a line, notice how Script/Plus automatically moves the word you are typing (such as “information” in the example) to the next line rather than split the word. This feature is called word wrap. Word wrap makes it easier for you to read your text on the screen. Word wrap is also used during printing, as you will see in the next exercise.

```
May 1, 1984<
<
David Jones<
Philadelphia Janitorial Service<
16th and Chestnut Sts.<
Philadelphia, PA 19103<
<
Dear Mr. Jones:<
<
Thank you for your letter requesting information on our full line of
cleaning products.<
<
We manufacture three outstanding cleaning products. Superclene is
ideal for light jobs in the office. Easyclene is best for larger areas
open to the public. Megaclene is best for industrial workshops and
warehouses.<
<
Our representative, Jane Smith, will call you next week to set up an
appointment and give you a demonstration.<
```

When you are finished typing, your screen should look like this:

```
EDIT   :MODE              W                L:001    C:001
May 1, 1984<
<
David Jones<
Philadelphia Janitorial Service<
16th and Chestnut Sts.<
Philadelphia, PA 19103<
<
Dear Mr. Jones:<
<
Thank you for your letter requesting information on
our full line of cleaning products.<
<
We manufacture three outstanding cleaning products.
Superclene is ideal for light jobs in the office. Easy-
clene is best for larger areas open to the public.
Megaclene is best for industrial workshops and ware-
houses.<
<
Our representative, Jane Smith, will call you next week
to set up an appointment and give you a demon-
stration.<
```

When you pressed <RETURN> for the final time, the first line of the document moved off the top of the screen. Don't worry, it hasn't been deleted. Only 24 lines of text are displayed at any time with Script/Plus. A Script/Plus document can have up to 501, 40-column lines.

EXERCISE 3—PRINTING A DOCUMENT

Printing a Script/Plus document requires you to switch to Command mode. Command mode is activated by pressing the **ESC** key. Before you try to print anything, make sure your printer is connected properly.

1. Press **ESC**. The blinking word MODE indicates that you are in Command mode.

2. Type: **o**. O indicates that you want to produce output.

3. At Output: type: **p** (for printer). ESC o p prints a document.

4. Script/Plus now prints your document. When done, it should look like this:

May 1, 1984

David Jones
Philadelphia Janitorial Service
16th and Chestnut Sts.
Philadelphia, PA 19000

Dear Mr. Jones:

Thank you for your letter requesting information on our full line of cleaning products.

We manufacture three outstanding cleaning products. Super-clene is ideal for light jobs in the office. Easyclene is best for larger areas open to the public. Megaclene is best for industrial workshops and warehouses.

Our representative, Jane Smith, will call next week to set up an appointment and give you a demonstration.

During printing, Script/Plus adjusts the margins and used word wrap to make sure that no words are split between lines. A document entered without formatting instructions (like the document you just typed), has the following default margins and spacing:

Left Margin.....1
Right Margin.....80
Single Spaced
Paper Size.....66 lines (11 inches)
Lines printed per page.....60

EXERCISE 4—SETTING MARGINS/OUTPUT TO SCREEN

In most situations, you will probably want to specify your own margins rather than use the defaults provided by Script/Plus. Specifying margins in Script/Plus requires that you insert instructions in your text to tell Script/Plus how to print your document.

1. Hold down the **Shift** key and press **Clear/Home**. The cursor moves to line 1, column 1 whenever you press <Shift Clear>.

2. We are going to insert a line for the margin instructions. Press **ESC** for Command mode. Hold the **Shift** key down and press **Inst/Del** once. ESC Shift Inst inserts a line. Press <RETURN>.

   As a line is inserted, the entire document has been shifted down one line. You can type the margin instructions on the blank line.

   NOTE

   Throughout the remainder of this manual, any instructions activated by pressing two keys will be described by listing the two keys in brackets. For example, type <**Shift Clear**> or press <**Shift Inst**>, means hold down the Shift key and press the key that follows. Only two keys are used with other keys in Script/Plus: Shift and Control.

3. Type <**Control 9**> (**Rvs On**). A reverse video asterisk appears. Document formatting instructions must always be preceded by the reverse asterisk.

4. Type: **lm5:rm75**<**RETURN**>. Lm specifies the left margin and rm specifies the right margin.

5. To see how these instructions change the margins on output, you can print the document again (ESC o p) or you can preview the document on the screen.

6. Press **ESC**.

7. Type: **o**.

8. At Output:, type: **v**. V stands for video. Video output allows you to see what your document will look like when printed. Notice the margin instructions have disappeared. ESC o v produces video output.

9. Use the Cursor Down, Right and Left keys to move the text on the screen. Compare the text on the screen to the document you just printed. The margin instructions have changed the output.

10. Press **ESC** to return to Edit mode. If you want to print the document with the new margins, go ahead. It is not necessary for this exercise.

You have now entered, edited and printed text. The only other major function of Script/Plus you need to learn is how to save a document on diskette or tape.

EXERCISE 5—SAVING A DOCUMENT

SAVING ON DISK

1. Make sure your disk drive is connected properly and turned on.

2. Insert a blank, formatted diskette into the disk drive. (Formatting a diskette is explained in Appendix B.)

3. Press **ESC**.

4. Type: **f**. ESC f allows you to save a document.

5. At filename:, type: **doc1**<**RETURN**>. When the document is saved, the computer will beep and Complete is displayed on the status line. A filename can be any name you choose, up to 16 characters.

NOTE

If the status line shows any other message, the system has failed to save your document. Repeat steps 1 through 5. If Script/Plus still responds with an error message. see Appendix D.

SAVING ON TAPE

1. Make sure your cassette unit is connected properly and a blank tape is inserted into the unit. Press reverse tab to rewrite.

2. Press **ESC**.

3. Type: **f**.

4. At Filename:, type: **doc1**<**RETURN**>.

5. Script/Plus clears the screen and instructs you to position your tape for the save. Once the tape is positioned, press any key. Make sure you have enough room on your tape for the document you are saving. If you position the tape so that saving overwrites other information, there is no way of retrieving the overwritten material.

6. Press the Record and Play buttons on your tape unit simultaneously. When the document is saved, the word Complete is displayed on the status line.

File names may be up to 16 characters long.

NOTE

If there is not enough tape to save your document completely, the program appears to lock with a blank screen. To return to normal operations, hold down the Run/Stop key on your computer and press the Play and the Stop buttons on your cassette.

To avoid confusion, Script/Plus allows you to put the file name of your document in your text as a non-printed comment.

EXERCISE 6—COMMENTS

1. Press <**Shift Clear**>.

2. Press **ESC**.

3. Press <**Shift Inst**>.

4. Press <**RETURN**>.

5. Press <**Control 9**>. To enter comments, you must first type the reverse asterisk as you did when you typed the margin instructions.

6. Type: **nb“doc1”**<**RETURN**>. nb indicates to Script/Plus that the text enclosed in quotes is a comment. If you output the document to video, the comment line will not be displayed.

7. Comment lines can be used to enter the document name automatically during a file save as explained below.

8. Press **ESC**.

9. Type: **f**.

10. At Filename, press <**Shift Clear**>. The comment, doc1, is inserted automatically as the file name. When you press Shift Clear during a file (SAVE), Script/Plus starts at the beginning of the document and looks for words enclosed in quotation marks.

11. Press <**RETURN**>.

12. If you are using a cassette, Script/Plus will save the file as usual. If you are using a disk drive, at Replace?, type: **y**. Script/Plus allows you to save and resave a document with the same name. Before it saves the document, Script/Plus

checks to make sure that you want to replace the document saved previously with that name.

Now you know how to perform the fundamentals of word processing, with the exception of loading a saved file. This is covered in the next lesson.

Although there are other techniques to learn, you know enough to put Script/Plus to work for you. The lessons that follow are designed to build on the knowledge and skills you have acquired. Do not proceed until you are confident you have mastered the basic operations described in this lesson. Experiment with the commands and document formatting.

SUMMARY OF LESSON 1

The Setup menu is used to specify text width, disk or tape and printer type. You can return to this menu at any time by typing ESC <Shift Clear>.

The status line indicates the line and column position of the cursor and the operating mode.

Edit mode is used to enter text.

Command mode is activated by pressing ESC and is used for functions such as printing or saving files.

Disk mode is used for disk maintenance.

ESC o p prints a document.

ESC o v displays a document in print format on the screen.

Margins are set by typing <Control 9> and lm and rm. For example, lm5:rm75. The colon is used to separate multiple instructions on the same line.

Margins are implemented only during output.

Word wrap is a feature that prevents words from being split between lines during text entry or printing.

Lines can be inserted using ESC <Shift Inst>.

Documents can be saved on tape or diskette using ESC f. Filenames may be up to 16 characters.

Comment lines can be added by typing: <Control 9> nb. The comments follow the nb within quotation marks.

LESSON 2—ADVANCED EDITING

In this lesson, you will learn:

- How to load a file from disk or tape.
- How to delete a document from memory.
- More ways to move the cursor.
- How to use the HELP key.
- How to delete and insert lines.
- How to use Insert mode.

EXERCISE 1—LOADING A FILE FROM DISKETTE OR TAPE

1. Press the Reset button or turn off the power on your computer.

2. Activate Script/Plus by pressing f2 <RETURN>.

3. Answer the prompts in the Setup menu as you did in the previous lesson.

LOADING FROM DISKETTE

1. Press **ESC**.

2. Type: **l**. L is the Load command.

3. At Load Filename, type: **doc1**<**RETURN**>. In a few moments the document is displayed on the screen. The word Reformatting is displayed briefly before your document is displayed. Script/Plus is setting up the word wrap at this time.

LOADING FROM TAPE

1. Press **ESC**.

2. Type: **l**.

3. At Load Filename, type: **doc1**<**RETURN**>.

4. The screen clears and you are instructed to position your tape. Press any key when the tape is positioned. Press the play button on your cassette unit. In a few moments, your document is loaded.

NOTE

If the status line displays an error message, your file has not been loaded properly. Repeat the load procedure once more. If an error message is displayed again, see Appendix D.

Once a document is saved on diskette or tape, it can be deleted safely from memory and loaded when you need it again.

There are three ways to delete a document from memory.

- Turn the power off.
- Press the Reset button.
- Use the Erase command.

The Erase command allows you to delete a sentence, a paragraph, part of a document or all of a document.

EXERCISE 2—ERASE

1. Make sure doc1 is displayed on your screen.

2. Position the cursor at the beginning of the second paragraph, which starts on line 16.

3. Press **ESC**.

4. Type: **e**. E is the erase command.

5. At Erase:, type: **s**. The first sentence of the paragraph is deleted. ESC e s deletes from the cursor to the end of the sentence.

6. Press **ESC**.

7. Type: **e**.

8. At Erase:, type: **p**. The entire paragraph is deleted. ESC e p deletes from the cursor to the end of a paragraph. Paragraphs end when you press <RETURN>.

9. Press **ESC**.

10. Type: **e**.

11. At Erase:, type: **r**. The remainder of the document from cursor to the end of the document is deleted.

12. Press <**Shift Clear**> to move the cursor to line 1, column 1.

13. Press **ESC**.

14. Type: **e**.

15. At Erase:, type: **a**. ESC e a deletes the entire document. A stands for all.

Until now, you have used the cursor keys and <Shift Clear> to move the cursor. Script/Plus also provides other methods to move the cursor quickly.

EXERCISE 3—ADVANCED CURSOR MOVEMENT

1. Load doc1 again from tape or diskette as described in Exercise 1. You do not need to reset or turn off the power to reload the file. Use ESC l.

2. The following special keys are used to move the cursor. Experiment with each method until you are certain you understand what each does.

Key	*Function*
Shift Return	Moves to column 1 of the next line
Home	Moves to top of screen
Shift Clear	Moves to line 1, column 1
Control w	Moves to the first letter of the next word
Control e	Moves to the last letter of the previous word
Control p	Moves to the end of the paragraph
Control o	Moves to the end of the previous paragraph
Control g	Moves to the end of the text
ESC g e	Same as Control g
ESC g xx	Go to line xx. xx can be any number. If xx is 999, the cursor will move to the last available line.
ESC space	Next screen

ESC shift space	Previous screen
ESC p cursor arrow	Pan quickly in direction of cursor arrow. ESC or Run/Stop stops panning. Shift speeds up panning. Space starts and stops panning.

By now you are probably thinking: “All these keys are great, but how am I ever going to remember them?” The answer is: the HELP key. Pressing the HELP key when you are in Edit mode displays a list of most of the commands available with Script/Plus. Press the **HELP** key. Your screen should look like this:

Edit Mode <HELP> to Exit

Top of Screen	HOME	Start of Text	CLEAR
Capitals	CTRL u	Decimal	CTRL n
Clear Entry	CTRL c	End of Text	CTRL g
Voice	CTRL z	Insert	CTRL i

Disk Mode	Rvs off	Format Entry	Rvs on

Next Word	CTRL w	Previous word	CTRL e
Next Para	CTRL p	Previous Para	CTRL o
Enter Para	RETURN	Re-format Para	CTRL f

Next Line SHIFT/RETURN Previous Line ←
Forced Space SHIFT/SPACE

Return to Basic ESC STOP

FUNCTION KEYS

Output to Video	F1	Re-Output	F4
Load Document	F2	File Document	F5
Tab Horizontal	F3	Set Tab	F6
View Directory	F7	Help Display	F8

<RETURN> for more Help

You should see some commands you recognize plus some that haven't been described yet. Press <**RETURN**>. More commands are displayed. To exit the HELP screen, press the **HELP** key again.

Once you learn what the commands can do, you don't need to memorize all of them. Whenever you are stuck, press the **HELP** key to refresh your memory. If you are still stuck, check the reference section at the end of this manual.

EXERCISE 4—ADDING, INSERTING AND DELETING TEXT

1. Use <Control g> to go to the end of the document. Add the following text. < means press <RETURN>.

   <
   <
   Sincerely yours,<
   <
   <
   <
   John Brown<
   Vice President, Marketing<

2. Move the cursor to line 14, column 19 after the words "cleaning products." We are going to insert text here.

3. Press **ESC** and type: **i**. The status line displays Insert On. Type the following:

   Ace Cleaners welcomes this opportunity to introduce you to our complete product line.

As you type, the < from the previous line moves and the text shifts down. **ESC i** (or <Control i>) puts you into virtual insert mode. Virtual insert mode allows you to insert any text you want. It shifts the remainder of the document automatically. To exit virtual insert mode, press **ESC i** again.

4. Script/Plus provides two ways to delete lines of text in addition to the **DEL** key:

   - **ESC Del** deletes a line.
   - **ESC d** allows you to delete a group of consecutive lines.

Move the cursor to the last paragraph of the document, which reads: "Our representative…"

5. Press **ESC**. Press **Del** once. The line is deleted. If you continue to press **Del**, you can delete additional lines. In our example, we want to delete a single line here. Press **ESC** or **RETURN** to get back to Edit mode.

6. Press **ESC**. Type: **d**. You are now in Delete mode. In Delete mode, you use the cursor keys to indicate the text you wish to delete. Partial lines may be deleted this way.

7. Cursor down two lines. The text to be deleted is highlighted. Press <**RETURN**> to delete the lines.

8. Next, we want to add some new lines. Press **ESC i** to turn on Insert mode. Type:

   The attached price list shows you the different sizes and terms.<

The following printout shows the results of our editing.

May 1, 1984

David Jones
Philadelphia Janitorial Service
16th and Chestnut Sts.
Philadelphia, PA 19000

Dear Mr. Jones:

Thank you for your letter requesting information on our full line of cleaning products. Ace Cleaners welcomes this opportunity to introduce you to our complete product line.

We manufacture three outstanding cleaning products. Superclene is ideal for light jobs in the office. Easyclene is best for larger areas open to the public, and Megaclene is best for industrial workshops and warehouses.

The attached price list shows you the different sizes and terms.

Sincerely yours,

John Brown
Vice President, Marketing

If desired, you can view the document (ESC o v). Save the document, using the same name as before, doc1.

SUMMARY OF LESSON 2

ESC l is used to load documents from disk or tape.

ESC e s deletes text from the cursor to the end of a sentence.

ESC e p deletes text from the cursor to the end of a paragraph.

ESC e r deletes text from the cursor to the end of a document.

ESC e a deletes an entire document from memory.

The HELP key lists commands, including all the different ways to move the cursor.

ESC i or <CONTROL I> allows you to insert text without regard to spacing of the existing text.

ESC Del deletes a line.

ESC d and the cursor keys allow you to delete more than one line or portions of a line.

LESSON 3—ADVANCED DOCUMENT FORMATTING

In this lesson, you will learn:

- How to center lines.
- How to change line spacing.
- How to force blank lines.
- How to set tabs.
- How to justify text.
- How to merge documents.
- How to link documents.

———————————————————————————————————————

In this lesson, you will type a price list, using the features listed above.

In Lesson 1, you learned how to set margins with a format instruction. Script/Plus provides additional format instructions that allow you to produce professional-quality documents. Pressing **HELP** shows these instructions on the screen, entitled “Format Commands.” In addition, the Reference section contains information on formatting instructions.

EXERCISE 1—CENTERING/LINE SPACING

1. Erase the document currently in memory, using **ESC e a**.

2. Type the following. The * is created by typing <**Control 9**>.

```
*nb“price list”<
*lm5:rm50<
*cn1;ACE Cleaners<
January 1, 1984*cn0
```

The first line of this example is the comment line with the document name. Line 2 sets the margins. Line 3 uses the cn instruction to center the line. Lines 4 and 5 will also be centered. cn0 in line 5 turns off the centering. When you use cn1, everything is centered until you reach cn0. Make sure you type the text exactly as it is shown. Semicolons and colons are important.

3. View the document on the screen by typing **ESC o v**. If you cursor right, you can see the three lines are centered. Press **ESC** to return to Edit mode.

4. We want the remainder of our document to be double spaced. Move to line 6 and type:

   ***sp1:ln2**

sp is the spacing instruction. Numbers following sp can be:

0—single space
1—double space
2—triple space

Spacing, like margins, can be changed anywhere in a document.

The ln instruction causes two blank lines to be printed before the next line of text. Ln can be used with any number to add extra space. The same effect could have been produced by pressing <RETURN> twice. When you start typing longer documents you will find that using <RETURN> for blank lines wastes memory. Ln is more efficient at producing the same results.

When you use multiple formatting instructions on the same line, the instructions must be separated by a colon. When you have an instruction on the same line as text, use a semicolon to separate the text and the instruction.

EXERCISE 2—SETTING AND CLEARING TABS

1. Move the cursor to line 8. We are going to add column titles for our price list.

2. Type: **Product Name**.

3. Move the cursor to column 22. Press **ESC** and type: **t**.

4. At Set Tab, type: **h**. A tab is now set at column 22. ESC t h is used to set tabs.

5. Type: <**space**> <**space**> **Size**.

6. Position the cursor at column 35. For this column we want to set a decimal tab. With decimal tabs, numbers are automatically aligned. To set a decimal tab, you must first activate Decimal mode.

7. Type: <**Control n**> to set decimal mode. Decimal mode can also be set by typing **ESC .** .

8. Type: **ESC t h**. A decimal tab is now set at column 35.

9. Cursor back to column 35 and type: **Price**<**RETURN**>.

10. Type: **Easyclene** <**f3**>. **f3** is the tab key. The cursor is now positioned at column 22.

11. Type: **1 liter** <**f3**>.

12. Type: **3.50**<**RETURN**>. Notice how the decimal tab works.

13. Fill in the remainder of the price list so it looks like this:

Product Name	*Size*	*Price*<
<		
Easyclene	1 liter	3.50<
	2 liter	6.80<
	5 liter	16.62<
<		
Megaclene	1 liter	5.00<
	2 liter	9.70<
	5 liter	23.75<
<		
Superclene	1 liter	2.75<
	2 liter	5.33<
	5 liter	13.05<

Individual tabs can be cleared by moving the cursor to the tab position and typing: **ESC c h** (clear horizontal).

All tabs are cleared by typing: **ESC z h**.

Tab positions can be displayed on the status line by typing: **ESC** <**Shift t**>.

In addition to horizontal tabs, vertical tabs can be set. See the Reference section, paragraph 4.1.

EXERCISE 3—JUSTIFIED TEXT

When text is justified, it means that all the words at the right-hand edge of every line are aligned.

1. Type the following:

   ***ln1:sp0:ju1<**
   Prices are effective January 1, 1984, and are subject to change without notice. Terms are net 10 days.<
   ju0<

   The format instructions in the first line mean:

   a. ln1—skip a line

   b. sp0—switch to single space

   c. ju1—justify the text that follows.

   ju0 turns off the justification.

2. View the document by typing **ESC o v**. Use the cursor to move the text. Press **ESC** to return to Edit mode. Notice the spacing and the justification.

3. Save this document by typing: **ESC f** <**Shift Clear**> <**RETURN**>. At this point, you have created a letter and a price list. In the next exercise, you will learn how to merge two documents. Merging documents is useful when you have a standard document, like a price list, which is used repeatedly.

EXERCISE 4—MERGING DOCUMENTS/FORCING A NEW PAGE

1. Delete the price list from memory by typing: **ESC e a**.

2. Load doc1 by typing: **ESC l doc1**<**RETURN**>.

3. Type <**Control g**> to move the cursor to the end of the document.

4. Press <**RETURN**>.

5. Type: **ESC i**. To merge a document, you must be in Insert mode.

6. Type: **ESC I price list**. The price list file now is appended at the end of the letter. Merging documents is a combination of insert and load.

7. View the document by typing: **ESC o v**. (You can also press f1 for output to video as indicated on the HELP screen.)

8. Press cursor down. The price list has been merged, but the spacing needs to be adjusted. Specifically, we want the price list to start on a new page. Return to Edit mode by pressing **ESC**.

9. Move the cursor to line 36, which starts: *nb“price list”.

10. Get out of Insert mode by typing **ESC i**.

11. Cursor over the n and type: **fp0**<**RETURN**>. Fp is used to force a new page.

12. Press **f1** to verify the effect of fp instruction. Press cursor down until the text stops moving and there is a bar across the bottom of the screen. 001 is displayed in the lower left corner of the screen. We are at the end of the first page. To display the next page, type: **c**, which stands for continue. Our document is now two pages.

13. Press <**Shift Clear**> and change the name of this document to doc2.

14. Save the document by typing: **ESC f** <**Shift Clear**> <**RETURN**>.

Merging files allows you to combine small documents. If the total number of lines in the merged documents exceed 501, the documents cannot be merged. However, Script/Plus allows documents to be linked on output with the lk (link) instruction.

EXERCISE 5—LINKED FILES

1. Make sure that doc1 is loaded and displayed on your screen. You will have to erase doc2 and reload doc1.

2. Press <**Control g**> to move to the end of the text.

3. Press <**RETURN**>.

4. Type the following. * is **Control 9**:

   ***lk:price list**<**RETURN**>

5. Press <**Shift Clear**> to move to the top of the document. Save the document by typing: **ESC f** <**Shift Clear**> <**RETURN**>.

6. To see how linked files work, erase the document in memory (**ESC e a**). Type the following: **ESC o l v**.

7. At Linked File:, type: **doc1**<**RETURN**>. First the letter is loaded and displayed. Next the price list is loaded and displayed. (If you wanted to, you could add an fp0 instruction either at the beginning of the price list or at the end of doc1, causing the price list to print on a new page.)

Outputting linked files requires the l in the output command sequence. To print linked files, you would type: **ESC o l p**. The first file in the sequence is always entered at the Linked File prompt.

SUMMARY OF LESSON 3

cn1 is a format instruction to center text. cn0 turns off centering.

Tabs are set by typing ESC t h (tab horizontal) at the position where you want the tab.

Decimal tabs are set by typing <Control n> or ESC . and then ESC t h.

Individual tabs are cleared by cursoring to the tab position and typing: ESC c h.

All tabs are cleared by typing ESC z h.

Tab positions are displayed on the status line by typing: ESC <Shift t>.

ju1 is a format instruction used to justify text. ju0 turns off justification.

spx is used to change line spacing. x can be 0, 1 or 2.

Inx is used to print blank lines. x can be any number.

Documents are merged by activating Insert mode, positioning the cursor at the merge point and loading the file to be merged.

New pages can be forced on output by using the format instruction, fp0.

Files can be linked together on output by using the lk instruction.

During the output command sequence, an l must be added. For example, ESC o l v.

LESSON 4—SEARCH AND REPLACE/ REARRANGING TEXT/MORE DOCUMENT FORMATTING

In this lesson, you will learn:

- How to search and replace text.
- How to rearrange text.
- How to create headings.
- How to create footings.
- How to number pages automatically.
- How to modify page and text length.

———————————————————————————————————————

So far, cursor movement and editing have been accomplished by pressing keys and manually moving the cursor from word to word or line to line. Script/Plus provides a sophisticated, but easy-to-use Search and Replace facility that automatically locates a word or phrase (up to 32 characters long) and optionally replaces the word or phrase with a new word.

For example, suppose you spell “Pennsylvania” incorrectly throughout a document. With Search and Replace, you can correct the misspelling with just a few keystrokes.

Search and Replace operates on the text currently in memory or on a series of stored-linked documents.

EXERCISE 1—SEARCH AND REPLACE

1. Load doc1 into memory.

2. In this example, we are going to search for every occurrence of “clene” and change it to “Kleen.”

3. Press **ESC**.

4. Type: **s** (for search).

5. At Search:, type: **clene**<**RETURN**>.

6. At Replace:, type: **Kleen**<**RETURN**>. At this point, we have specified the phrase we are searching for. Next, we have to execute the search.

7. First, we will hunt for each occurrence of “clene.” With the hunt option, no changes are made. The cursor is positioned after the word or phrase you are searching for.

8. Press **ESC** and type: **h**.

9. At Hunt, type: **m**. M stands for memory. The cursor moves to Superclene, which is the first occurrence of “clene” in the document.

10. To continue the hunt, press **ESC h m** again. The cursor moves to Easyclene.

11. Press **ESC h m**. The cursor moves to Megaclene.

12. Press **ESC h m**. The cursor moves to the end of the document and the status line displays: SEARCH FAILED to indicate that the end of the document is reached.

Hunts always begin at the current cursor position and continue until the end of the document is reached.

13. Next, we will search and replace “clene” with “Kleen.” We have already specified with ESC s what we want to do.

14. Press **ESC**.

15. Type **@**. It is next to the P.

16. At Search & Replace, type: **m**. M stands for memory. Every occurrence of the letters “clene” are automatically replaced by “Kleen.”

Search and replace can also be used with linked files by typing: **ESC @ l** and identifying the first file in the link.

You will probably notice some jumbled words when you first use Search and Replace. This is usually caused by failing to anticipate the occurrence of a specified character string that you do not want replaced. A way to avoid this problem is to include spaces before and after the word or phrase you are searching for. For example, if you are searching for “sp” because you used it as an abbreviation for Script/Plus, the sp in the words sport or spark will be replaced also.

NOTE

If you are using a cassette, the search and replace is not performed automatically for linked files. The first document is loaded and changed. You are then instructed to save the file on another cassette. Next, you are instructed to enter the name of the next document in the chain. The status line prompts with the original search and replace requirements, which can be accepted by pressing <RETURN>.

Another important feature of Script/Plus is its ability to rearrange a document without having to retype it. Good writing requires rewriting and revising. Script/Plus makes it easy to modify and reorganize a document.

Script/Plus allows you to designate text blocks. After the beginning and the end of the block have been marked, the block may be copied to another part of the text. The original block can be deleted or left intact.

EXERCISE 2—REARRANGE

1. Erase the document currently in memory and load doc2.

2. We are going to move the price information from the bottom of the document to the middle.

3. Position the cursor at line 43 on the P in the words “Product Name.”

4. Press **ESC** and type: **r**.

5. Set Range is displayed on the status line. Move the cursor down until all nine prices are highlighted in black.

6. Press <**RETURN**>. The cursor keys are used to identify the block and <RETURN> creates the block. When rearranging, you first create the block. Once created, you can move the block.

7. Move the cursor to line 29, between the last paragraph of the letter and “Sincerely yours.”

8. Press **ESC** and type: **x**. The block of text containing the prices is moved up. If you cursor down, you will see that the original block of text has been deleted. If you wanted to keep the original block intact, you could have typed **ESC a** rather than **ESC x**. The remaining text from the price list can be deleted using **ESC Del** or **ESC D**. Additional space can be added before the prices to set them off from the rest of the text. You can use insert mode and the In instruction or carriage returns.

In addition to the spacing and margin instructions, Script/Plus provides other formatting options. These options are described in the following exercises. As with margins and other formatting instructions, these instructions can be inserted anywhere in your text.

EXERCISE 3—HEADINGS

A heading is a line (or lines) specified to appear at the top of each page of a document. Typically, it is used to put a title on every page or perhaps words, such as Confidential or Preliminary. Unlike most format instructions, the header instruction has to be on a line of its own. An example of a header instruction is:

*hd2:,SCRIPT/PLUS,<RETURN>

The asterisk is created by typing **Control 9**. hd2 tells Script/Plus to leave two blank lines between the header and the start of the text. The colon tells Script/Plus that what follows are the words to be printed at the top of every page. Script/Plus allows for three distinct items in every heading. The text for each item is separated from the others by commas. The first item is placed at the left margin, the second item is centered and the third item is at the right margin. Every header instruction must have two commas. Try adding a heading to the price list and then view it on the screen with output to video.

EXERCISE 4—FOOTINGS

Footings are similar to headings except that they appear at the bottom of a page. Here is an example of a footing:

*ft2:,This is in the middle,<RETURN>

Insert a footer in the price list and output it to video to observe the results.

EXERCISE 5—PAGE NUMBERS

Script/Plus automatically numbers pages if you include special symbols in your header or footer. The symbol is made by pressing **ESC** <**Shift 3**> which produces a reverse # on the screen. For example, add the following heading to the price list:

*hd2:,Price List,Page #< RETURN>

The * is created by typing <**Control 9**>. The # is created by typing **ESC** <**Shift 3**>.

Page numbers usually start with 1. However, by adding an instruction on a line by itself, preceding the header or footer instruction, you can start page numbering with any number. The instruction is:

*p#x

x is the first page number required. The # is the normal <Shift 3>. For example, *p#5 will start page numbering with page 5.

EXERCISE 6—PAGE LENGTH/TEXT LENGTH

Script/Plus defaults to a page length of 66 lines, which is suitable for 11-inch paper. The text length defaults to 60 lines of printing per page.

Page length and text length can be modified with the pl and tl instructions as follows:

*pl60:tl55

This line would change the page length to 60 lines (for 10-inch paper) and the text length to 55 lines. The page length must be longer than the text length.

All these formatting instructions are listed on the HELP screen.

SUMMARY OF LESSON 4

Search and replace is activated by ESC s. First you type in the string of characters (up to 32) you are searching for.

To hunt, type: **ESC h m**.

To search and replace, type: **ESC @ m** (for the text in memory) or **ESC @ l** for linked documents).

Text can be rearranged. A block of text is identified by typing ESC r and moving the cursor to mark the block. ESC x moves the block to another part of the document and deletes the original block. ESC a moves the block to another part of the document but does not delete the original block.

Headings and footings can be added using the following format:

*hdx:text,text,text
*ftx:text,text,text

x is the number of lines between the header/footer and the text.

Page numbers can be added in a header or footer by typing ESC <Shift 3> (#) as part of the text. A header or footer instruction must be on its own line and must contain two commas.

Page numbers usually start with 1. However, the following instruction, when used on its own line preceding a header or footer instruction, can change the starting page number:

```
*p#x
```

x is the first page number to be used.

Page length defaults to 66 lines but can be modified with the pl instruction. For example, pl60.

Text length defaults to 60 lines but can be modified with the tl instruction. For example, t155.

The page length must be larger than the text length.

LESSON 5 TABLES, ARITHMETIC, CALCULATIONS

In this lesson, you will learn:

- How to create a table.
- How to use a wide screen.
- How to add rows of numbers.
- How to add columns of numbers.
- How to use Script/Plus as a calculator.
- How to move a column of text.

———

Unlike most word processors in the market today, Script/Plus provides arithmetic capabilities. Creating tables is quick and easy with Script/Plus.

EXERCISE 1—CREATING A TABLE OF NUMBERS

1. Erase any documents in memory by typing **ESC e a**.

2. To create a table, we are going to take advantage of Script/Plus' wide-screen capabilities.

3. Press **ESC** and type: <**Shift Clear**>.

4. At Restart?, type: **y**.

5. At Are You Sure?, type: **y**.

6. The Setup menu is displayed. At Enter Text Width (40-240) cols?, type: **80**<**RETURN**>.

7. Press <**RETURN**> at the other prompts.

8. First, add a comment line for the document title as follows: *nb"table+" <**RETURN**>. The * is created by typing <**Control 9**>. The plus sign will preserve the tabs when the document is saved.

9. Enter the format commands:

   *lm1:rm80<RETURN>

10. Add a centered title:

    *cn1;Six-Month Financial Results*cn0<RETURN>

11. Press <**RETURN**> twice.

12. Clear all tabs by typing: **ESC z h**.

13. Set decimal tabs at columns 15, 25, 35, 45, 55, 65 and 75. To set decimal tabs, type: <**Control n**> to set decimal mode. Then cursor to each tab position and type **ESC t h**.

14. Move to line 7, column 3 and type: **Region**.

15. All the remaining headings are capitalized. Script/Plus has a command that allows you to type capital letters without holding the Shift key. Type: <**Control u**>.

16. Use **f3** as the tab key and type the following headings for the remaining seven columns. You don't need to press Shift: JAN FEB MAR APR MAY JUN TOTAL

    When you tab, you are aligned on the decimal tab. When you type a character, you are switched to Edit mode. You may wish to adjust the headings when the table is filled in.

17. Return to column 1 of the table and press <**RETURN**>.

18. Press <**Control u**> to cancel capital mode. Using the information listed below, fill in the table:

Region	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
North	1455.12	4568.56	4588.23	987.23	3290.45	3699.56	
South	1900.34	5234.56	5498.78	1111.46	3498.12	3567.78	
West	1299.45	3444.67	3567.83	1298.34	2456.65	3199.54	
Totals							

19. If you want to take a break, save this document by typing **ESC f** <**Shift Clear**> <**RETURN**>. (You could press **f5** instead of typing **ESC f** as shown in the HELP screen.) This document is used in the next exercise.

EXERCISE 2—ADDING ROWS AND COLUMNS

1. Make sure the table typed in the previous exercise is on the screen.

2. Script/Plus can add rows and columns. It is best to total rows first.

3. Move the cursor to line 8 (North) and tab to the Total column (75).

4. Press **ESC** and type: <**Shift –**>. The numbers in this row are added. Press <**RETURN**>.

5. Using the same method, total the rows for South and West.

6. To total the columns, move to the total line, line 12, and tab to the JAN column.

7. Press **ESC** and type: <**Shift +**>. The column is added.

8. Tab to the other columns and type: **ESC** <**Shift +**>.

9. Press <**RETURN**> at the end of the line.

10. Script/Plus also has a way to clear numbers and totals. Move the cursor to the JAN column in the total row (line 12, column 15). Type: <**Control c**>. The number is erased.

11. Erase all the column totals by tabbing to the column and typing <**Control c**>. In addition to adding rows and columns individually, Script/Plus has a way to sum all the columns in your text.

12. Move the cursor to line 12, column 14. This is the Totals row.

13. Press **ESC** and type: <**Shift ***>. All the columns are totaled.

14. Press <**Shift =**> to move to the end of line 12 and press <**RETURN**>.

15. Let's look at the table in output mode. Type: **ESC o v**, or press **f1**.

16. Use the cursor right or left keys to move the display. Return moves you to the left margin. In addition, the following keys can be used in video output:

    f3—moves 20 columns to the right.
    <Control v>—moves 40 columns to the right.

17. Press **ESC** to exit video output.

18. Save your document by typing: **ESC f** <**Shift Clear**> <**RETURN**> or **f5** <**Shift Clear**> <**RETURN**>. This document is used in the next exercise.

Any non-numeric character will interrupt a row or column calculation. For example, move the cursor to line 12, below totals and type: **ESC** <**Shift ***>. The columns will be added again. Now insert a line of dashes between the “West” row and the “Totals” row. Move to line 14 and tab to the JAN column. Type: **ESC** <**Shift +**>. This time, only the two numbers up to the dash are totaled instead of the entire column.

EXERCISE 3—USING THE CALCULATOR

1. Make sure table+, saved in the previous lesson, is displayed on your screen and that you have set an 80-column text width in the Setup menu.

2. Script/Plus’ calculator can be used at any time during editing to add, subtract, multiply, divide and calculate percentages.

3. First, we will calculate the total sales for the North and the South in January and then determine what percentage of the total sales for that month these two regions comprise.

4. Move to line 14, column 1 and type: **Nor/Sou**.

5. Press **f3** to position the cursor at the JAN tab.

6. Move the cursor up to the North row. Press **ESC** and type: **+**. This adds the number to the calculator’s memory.

7. Move the cursor down to the South row. Type: **ESC +** . This number is added to the calculator’s memory.

8. Move the cursor down to the Nor/Sou row. Type: **ESC =**. The total is displayed. To display the contents of the calculator, type: **ESC ?**.

9. Press <**RETURN**> and type: **% of Tot**.

10. Move to the Totals row and tab to the JAN column. Press: **ESC /**. The result is 0.72. The number in the calculator was divided by the number in the text.

11. To convert .72 to a percentage, we have to multiply it by 100. Type 100 on line 18. Position the cursor on the 1 in 100. Type: **ESC ***. 100 is now multiplied by .72.

12. Move the cursor to the % of Tot line. Tab to the JAN column and type: **ESC =**. The answer is displayed.

To erase the contents of the calculator, type: **ESC** <**Control e**>.

EXERCISE 4—MOVING A COLUMN OF TEXT

Suppose in our example, we transposed the numbers for the January and February columns. Script/Plus provides a way to switch entire columns of data without retyping.

1. Make sure table+ is loaded into memory.

2. Position the cursor at line 7, column 11. The cursor should be on the 1 in 1455.12.

3. Press **ESC**.

4. Type: <**Shift r**>. The status line displays Set column range.

5. First, you must specify the width. Cursor right to column 17. The cursor should be on the 2 in 1455.12.

6. Cursor down to the 1 in 4654.91.

7. Press <**RETURN**>.

8. Cursor down to line 13 or 14. Notice how the column moves.

9. Press <**RETURN**>.

10. Position the cursor at line 7, column 21. Type: **ESC** <**Shift r**> and set the column range as you did above for January. Then move the FEB column to where the JAN column used to be. Be careful not to move the column over any existing text because the existing text will be deleted.

11. Now move the original JAN Data up to the FEB column, using the same procedure. You will have to identify the column again, using **ESC** <**Shift r**>. Be careful not to move the column over any existing text. Press <**RETURN**> when you are done. You do not have to save the changes.

SUMMARY OF LESSON 5

ESC <Shift Clear> returns you to the Setup menu. <Control u> puts you in capital mode. <Control u> also turns off capital mode.

To add rows or columns requires that you use decimal tabs. To set decimal tabs, type: <Control n> and then set tabs as usual.

To add a row, type: ESC <Shift –>.

To add a column, type: ESC <Shift +>.

To delete a number, type: <Control c>.

To add all columns, type: ESC <Shift *>.

During output to video, f3 moves 20 columns to the right; <Control v> moves 40 columns to the right.

Calculator Functions:

ESC +	Addition
ESC –	Subtraction
ESC *	Multiplication
ESC /	Division
ESC %	Percentage
ESC =	Display calculation in text
ESC ?	Display calculator memory

To move a column of text, type: ESC <Shift r> and use the cursor keys and <RETURN> to define the column. Use the cursor keys to move the column. Any text the column moves over will be erased.

LESSON 6—DISK MODE, TAPE HINTS, OUTPUT SUMMARIZED

In this lesson, you will learn:

- How to use Disk mode.
- Hints on using tape.
- All the output options.

Disk mode provides you with a variety of functions that allow you to maintain your diskettes. Some of these functions erase data on your diskette. Consequently, you do not need to perform all the functions in the following exercise. Appendix B contains additional disk information.

EXERCISE 1—DISK MODE

Disk mode is activated by typing. <**Control 0**> (**Rvs Off**). The following list describes the options provided by disk mode. In this list, newfile and oldfile are used to refer to names that you choose for your files.

Command	*Result*
$	Directory: lists the disk directory. If you have a dual-drive system, type $0 or $1. Pressing space will stop and start the listing.
s:filename	Scratch: deletes the file called filename from disk. On a dual-drive system, use s1: or s0: instead of s:. There is no way to recover a deleted file.
r:newfile=oldfile	Rename: rename a file. Newfile is the new name. Oldfile is the old name. On a dual-drive system, type r0: or r1: instead of r:.
c:newfile=oldfile	Copy: copy a file. Newfile is the new name. Oldfile is the old name. On a dual-drive system, the drive # must precede both colons: e.g., c0:…=0:…

n:diskname,id	Format a disk. Diskname is any name you choose, up to 16 characters. Id is a 2 character identifier. Formatting a diskette erases any data on the disk.
v	Validate a disk. Used if you get a disk full error or if any files in a directory have an * appended.

In addition to the above functions, there is a special command that allows you to print a directory or load a file from the directory as follows:

1. Put Script/Plus in disk mode by typing <**Control 0**>

2. Type **+$**. (On a dual-drive system, type **+$0** or **+$1**). Script/Plus displays the directory and returns to Edit mode.

3. The directory is now loaded as a document.

   a. To print the directory, type: **ESC o p**.

   b. To load a file from the directory type: **ESC l**. Press <**Shift Clear**> to display files from the directory on the status line for Loading. Each time you press <**Shift Clear**>, a different file appears. When the name of the file appears on the status line, press <**RETURN**>.

CAUTION

THE DISK COMMANDS ARE USEFUL, BUT BE CAREFUL WHEN DELETING FILES AND FORMATTING DISKETTES. THE DATA REMOVED BY THESE OPTIONS CANNOT BE RECOVERED. ADDITIONAL DETAIL ON DISK MODE IS PROVIDED IN THE REFERENCE SECTION, PARAGRAPH 1.8.

EXERCISE 2—CASSETTE HINTS

Cassette storage of documents does not offer you all the flexibility of disk storage. There are no housekeeping commands comparable with those for disk storage. However, with few exceptions, you can do everything with documents stored on cassettes that can be done on those stored on diskettes. To get the greatest efficiency from your system, you should adopt the following procedures for your work:

1. Keep your files small and only store one or two per side. Store every two or three pages under a separate file name. This will cut down on loading and saving time when you need to edit only a portion of a document. It will also lessen the likelihood of overflowing the end of tape with your document.

2. Check the tape counter on the cassette unit and make a note of the position before and after storing a file. Leave space between files on the cassette. If you overwrite an old version with a corrected version and the new file is longer, you will be less likely to overwrite the following file as well.

3. After you have saved a file, check that the operation was successful by moving the cursor to the end of the text and loading the saved file. Compare the two copies, then erase the document. If any errors are spotted, resave the file on another cassette.

4. Label your cassette so you know what each contains. Use comments to label the file as well.

Additional information can be found in the Reference section, Paragraph 1.8.

EXERCISE 3—OUTPUT OPTIONS

Script/Plus provides two output options:

- Output to video—ESC o v.
- Output to printer—ESC o p.

A variety of suboptions are provided to supplement the two basic options. Frequently used options are described here. Paragraph 7 of the Reference section describes other options.

To initiate output, type: **ESC o**.

At this point, any of these options may be selected, either singly or in combination with other options.

Command	*Function*
#	Use this to start from a specific page
c	Continuous print. Use this for tractor-feed paper. Printing will not pause at the end of the page with this option
l	Linked file
x	Multiple copies

During video output, the following options are available:

Option	*Function*
Space bar	Fast scroll
Space bar again	Stops fast scroll
Cursor down, right, left	Move text in direction of the cursor
f3	tab 20 columns right
Control v	tab 40 columns right
At the end of a page:	
v	display top of next page
c	display line one of next page
p	switch to printer output
Shift p	switch to continuous printer output

LESSON 7—FILL FILES, MAIL MERGE, FORMS, SWAP DOCUMENTS

In this lesson, you will learn:

- How to create fill files.
- How to use fill files for form letters.
- How to produce selective-form letters.
- How to produce fill-in-the-blank forms.
- How to swap documents.

———

In this lesson, you will create a standard letter to send to persons on a mailing list. This letter will contain several blank areas that will be filled automatically by Script/Plus as it draws information from another file. This other file is called a fill file. A fill file is any sequential file with data in the proper format. To create a fill file from Script/Plus, simply type names and addresses. By merging the fill file with the letter, each letter can be personalized.

EXERCISE 1—FILL FILES

The fill file for the exercises in this lesson has the following information for each person in the mailing list:

a. Name
b. Address
c. City
d. State
e. Zip Code
f. Salutation

1. Erase any document currently in memory, using **ESC e a**.

2. Type the following comment line:

   ***nb“fill”**<**RETURN**>.

   The * is created by typing <Control 9>.

3. At the beginning of each entry in the fill file, you need to place an indicator that tells Script/Plus where one entry starts and another stops. Type: **ESC b**. Do not press <**RETURN**>. **ESC b** produces a small two-character block.

4. Type: John Doe<RETURN>.

5. Type the following data for John Doe:

   123 Easy Street<RETURN>
   Anytown<RETURN>
   PA<RETURN>
   19000<RETURN>
   Mr. Doe<RETURN>

6. Type: **ESC b** Jane Smith<RETURN>

7. Type the following data for Jane Smith:

   1200 Main Street<RETURN>
   Anytown<RETURN>
   PA<RETURN
   19000<RETURN>
   Ms. Smith< RETURN >

8. Type the following:

   ESC b Robert Brown<RETURN>
   90 Post Road<RETURN>
   Smalltown<RETURN>
   PA<RETURN>
   19000< RETURN >
   Mr. Brown<RETURN>

9. Save the fill file by typing: **ESC f** <**Shift Clear**> <**RETURN**>. The fill file will be used in the next exercise.

EXERCISE 2—FORM LETTERS USING VARIABLE BLOCKS

Script/Plus provides three ways to link a fill file with a document:

- Variable blocks
- Variable labeled blocks
- Measured blocks

Variable blocks are explained in this section. Variable labeled blocks are explained in Exercises 3 and 4. Measured blocks are explained in Exercise 5.

1. Erase any document currently in memory by typing: **ESC e a**.

2. Type the following:

   *nb“form letter”<RETURN>
   *lm10:rm75<RETURN>
   *ln4<RETURN
   May 1, 1984<RETURN>
   <RETURN>
   <RETURN>

3. The first six lines you just typed provide a filename, set the format and provide the date. The next three lines will be used to hold the name and address of each person in the fill file mailing list. This information will change from letter to letter. To indicate this, you must insert five variable blocks. Variable blocks can be filled by data of different lengths.

4. With the cursor positioned at line 7, column 1, type: **ESC b**<**RETURN**>. The status line displays Variable Block Set and a small rectangle appears on the screen.

5. On the next line, type: **ESC b** <**RETURN**> again. Now you have allocated space for the name and address.

6. The city, state and zip code all go on the same line. The city and state are separated by a comma. Script/Plus permits more than one variable block per line. Type the following: **ESC b, ESC b space, ESC b**<**RETURN**>.

   Three rectangles should be on this line.

7. Press <**RETURN**> twice. Now type:

   Dear ESC b,<**RETURN**>.

The final variable block is used for the salutation. At this point, you could type your letter as usual. For the purposes of this exercise, we are not going to add any text for a letter.

8. Before printing, there are two ways to view the letter with the variable blocks filled in:

   - You can use output to video.
   - You can use ESC v.

9. First, we will use output to video. Type: **ESC o f v**.

10. At Fill Filename:, type: **fill**<**RETURN**>.

11. The red light on the disk drive will go on and the screen will change as the first entry from the fill file is merged with the document. The text is then displayed as usual with output to video.

12. Press the space to move to the end of the page. When the end-of-page indicator is displayed, press c twice.

13. Script/Plus fetches the next name from disk and displays it. Press space and c twice. Finally, the last name is displayed.

14. As the fill data is loaded from disk, you probably noticed the message: “Out of Blocks” displayed on the status line after each entry. After the last name is displayed, the message: “Out of Data” appears. These and other messages are explained in the Reference section, Paragraph 6.13. Note that after the last entry is output, Out of Data appears on the status line.

15. The other way to view a document with the blocks filled in is to use ESC v. Press **ESC v** and type: **fill** at Fill File name. The first name is inserted into the document and the cursor moves to the end.

16. Before displaying the next entry, you have to clear the first entry. Type **ESC** <**Shift v**> to clear the entry. Type **ESC v** to display the next name.

17. Continue typing **ESC** <**Shift v**> and **ESC v** until Out of Data appears on the status line.

18. At any time, you can reset the fill file to the first entry by typing: **ESC Home**.

19. To print a letter with a fill file, type: **ESC o f p** and identify the fill file at the Fill File name prompt.

20. Save the form letter. It will be used in the next exercise.

EXERCISE 3—VARIABLE LABELED BLOCKS

Variable labeled blocks are variable blocks that you name. Their advantages are:

- You can use an entry more than once in a document.
- You can extract particular entries based on the contents of the entries.

1. Load the form letter typed in the previous exercise.

2. Delete lines 7 through 12.

3. Position the cursor at line 7, column 1.

4. Type: **ESC** <**Shift b**>.

5. At Variable Block Label (a-z):, type: **a**.

6. Add additional blocks as follows for address and salutation:

```
-<a>-<
-<b>-<
-<c>-,-<d>- -<e>-<
<
<
Dear <f>:<
< means press <RETURN>.
```

These labeled blocks can be edited like normal text. For example, you could change block d to e by typing over the d.

7. Now type the following:

```
You are one of the few people selected in -<c>- for a chance to win a new
car.<
```

-<c>- is created by typing **ESC** <**Shift b**> and answering c at the prompt for label.

8. To see how labeled blocks use **ESC v** or **ESC o f v** to view the letter with the blocks filled in. Notice how the city has been inserted into the text twice. With unlabelled blocks, there must be a one-to-one relationship between blocks. You can specify that an entry appears more than once in a document. There is also a one-to-one relationship between the label letters and the entries in the fill file. For example, the following list shows how labeled blocks relate to the entries in the fill file:

Label	*Fill Entry*
a	Name
b	Address
c	City
d	State
e	Zip Code
f	Salutation

Each record in the fill file has the same format and consequently the same relationship to the variable labeled blocks. Experiment on your own with different combinations until you are sure you understand how variable labeled blocks work. Save the modified form letter. It will be used in the next exercise.

EXERCISE 4—SELECTION WITH VARIABLE LABELED BLOCKS

In addition to specifying the data you wish to output with labeled blocks, there is another way to select records for output:

- Selection by conditional labeled block.

This allows you to limit the records to be merged with your form letter.

1. Make sure the modified form letter is displayed on your screen.

2. Activate Insert mode by typing: **ESC i**.

3. Move the cursor to the labeled block <c>. Type inside the brackets: **c=Anytown**. Insert mode automatically shifts the text.

4. Use **ESC v** or **ESC o f v** to see the results. Notice how only records with the city of Anytown are displayed. The one entry for Smalltown is not included.

5. The following conditions may be used with labeled blocks:

   - =,e.g., <c=Anytown>
   - #, meaning not equal. e.g., <c#Anytown>

   In addition, you can also use pattern-matching characters ? and *.

   For example, <c=Any????> will match:

   Anytown
   Anyvill
   Anyboro

   or any entry that has the first three characters Any and the last four characters of anything else.

   <c=Small*> will match:

   Smalltown
   Smallville
   Smalls
   Smallish

   or any word that has Small as the first five characters.

Experiment with different combinations. Reference paragraph 6.7 explains additional ideas for selection and labeled blocks.

EXERCISE 5—MEASURED BLOCKS

Variable blocks are not suitable for preprinted forms because the data that goes into the block displaces text to the right. Script/Plus provides measured blocks, which are not filled by insertions but occupy the space provided when creating the document or form.

> To create a measured block, position the cursor at the location for the block and type: **ESC m** for an unlabeled measured block. Type: **ESC <Shift m>** for a labeled measured block. In most respects, a measured block works like a variable block. However, if the data from a measured block is larger than the area allocated, it will overwrite adjacent data.

Measured blocks will erase any text that is within the area of the space used for the block, including RETURNs.

To create your own forms, you should create a document with measured blocks in the proper positioning. Then you can type the data for forms as a fill file and merge the data with the form for output.

An especially useful feature when using fill file is the swap documents command. Due to the way memory is allocated on your Plus/4, two independent 501 line document areas are available. To move between document areas, press **ESC j**.

The two document areas are unrelated. You can enter text in one area, move to the other, and load a document without affecting the first area. This is helpful for working with fill files as you can view the form letter and fill file in memory at the same time.

ESC J is not applicable on the C16.

SUMMARY OF LESSON 7

Fill files are normal text files with similar data entered for each record. An ESC b character should separate each record.

To create a document to link to a fill file, you can use:

- Variable blocks (ESC b)
- Variable labeled blocks (ESC <Shift b>)
- Measured blocks (ESC m)
- Measured labeled blocks (ESC <Shift m>)

To output a document with fill, use: ESC o f and v or p.

To see how a document will look prior to output, type: ESC v. ESC <Shift v> clears the blocks. ESC Home resets the file. ESC j switches document areas.

REFERENCE

1—MODES

1.1 STARTING

Start a Script/Plus session by inserting the Script/Plus cartridge into your computer. Press

f2 and <**RETURN**>.

First you will see the Start menu. Once you have established the answers to the questions, record them as they are asked each time Script/Plus is loaded.

```
Script/Plus Word Processor Version 1.0
_____________________________________

(c) Precision Software Limited 1982

Enter Text Width (80-240) cols ? 40
(D)isk (T)ape or Device number ? d
Printer Type (0-4) ? 0
0.  CBM Matrix Printers
1.  Epson or other matrix
2.  NEC Spinwriter
3.  Qume/Diablo/8300/6400
4.  Other Non-Matrix Printers
```

First, select the width of line of text that you want for editing. The width of output is controlled separately by print format commands. The maximum width is 240. Note the maximum width for a line of print is 254 characters. If you press

RETURN

at this point, Script/Plus will automatically take the current screen width as the length of the line of text.

Next you must select (D)isk or Device Number.

If you are using a disk, select it by pressing

RETURN

If you wish to use any other device, enter the device number on which you require Script/Plus to file your documents. Enter the device number followed by **RETURN** and for tape, enter **t RETURN**.

Finally, you must select the correct type of printer from the list displayed by typing in the corresponding number, followed by **RETURN**.

0	—The selection for Commodore matrix printers
1	—The selection for Epson and other matrix printers
2	—The selection for Spinwriter and Ricoh 1600S printers
3	—The selection for Qume, Diablo, Commodore 8300P, Diablo compatible and Commodore 6400 printers
4	—The selection for other letter-quality printers

Having selected the type of printer you will be using, you are asked whether the printer interface is (this question is omitted for selection 0, Commodore matrix printer),

(a) scii or (c) bm code ? a

This fact will have been established with your supplier at the time of purchase. Enter **RETURN** for **a**, or **c RETURN**. Then state which port you are using for your printer

(s) erial or (r) s232? s

Again, this is a decision that is taken at the time of purchase to ensure that your configuration operates correctly. Enter

RETURN for **S**

or, **r RETURN**

Entering **s** takes you into Script/Plus mode ready to enter text. If you are using RS 232, answer **r**. Answers to two final questions are required on the screen that is displayed:

RS232 Definition Press **RETURN** for default

Control Register Value (0-255) ?
Command Register Value (0-255) ?
Default Settings Are.....

Baud Rate.....1200
Word Length.....8 bits
Number of Stop Bits…1
Parity.....Disabled

The calculation of the two register values should be established with your supplier at the time of purchase and recorded for use each time Script/Plus is loaded.

Default settings have been provided for the most probable settings. We recommend you use them unless you have an overriding reason not to.

For further information on printers, see the PRINTER CONTROL section and Appendix E.

1.2 EDIT

Edit is the mode in which all operations on the text of a document are performed. This is the “normal” mode of Script/Plus, and you should return to it after issuing a command. Every session begins by placing you in EDIT mode, which is always indicated by the unbroken highlighted line (the STATUS LINE) at the top of the screen and the cursor flashing in the text.

In the Edit mode you can type in text at will.

The left-hand end of the status line tells you the current mode of operation. There are three main modes in Script/Plus: Edit, Command and Disk. Edit is the mode in which all text operations are performed including typing in and correcting your text. Command mode is used to instruct Script/Plus to perform formatting operations such as setting tabs, margins, etc. Enter Command mode by pressing

ESC

Press it again to return to Edit mode. Notice that on pressing ESC, Mode flashes and the computer “bleeps” to alert you. Tone can be switched off.

Disk mode is used to perform routine operations on your diskette, such as viewing the index, deleting files, etc. Enter Disk mode by pressing

Control o

Carry out your disk activity (see Paragraph 1.8) and answer the prompt to return to Edit mode. If in doubt, use RETURN.

In Disk mode, the name of the mode is displayed.

If you are not in Edit mode, then you are either in Command mode (i.e., about to issue a command) or Execute mode (i.e., Script/Plus is carrying out a lengthy command). Return to Edit mode after a command has been executed is usually automatic; when this is not the case, return to Edit mode is effected by pressing RETURN. If there is a gap in the Status Line or the cursor is not flashing, then you are not in Edit mode. Use RETURN.

Note that when Script/Plus is executing a command, it usually remembers some characters, even though they cannot be printed on the screen immediately. If you press RETURN a few times, you may end up deleting text accidentally. Equally, commands can be typed ahead.

Note that using RETURN half-way through some commands (e.g., Load and File) will not return you to Edit mode.

1.2.1 WORDWRAP

Wordwrap is on when you load Script/Plus and has been provided in the Edit mode as a text entry aid. There are two options:

Wordwrap on or Wordwrap off

Wordwrap ensures that words are not split on screen. All the necessary formatting is done by Script/Plus. The spaces you see on screen, at the right-hand ends of some lines, do not exist in your document and you will notice the cursor jumps over these phantom spaces. During certain functions, such as delete, insert and range block, wordwrap is switched off and the paragraph in question is left without wordwrap. It does not matter, as it will be reformatted by Script/Plus when appropriate.

Wordwrap can be switched off and on with

ESC w

Full text can be reformatted with

ESC <Shift w>

and a paragraph with

<Control f>

On switching wordwrap off, phantom spaces are highlighted. Reformat your document to remove them.

1.2.2 STATUS LINE

The broad line at the top of the screen is called the Status Line and is used by Script/Plus to give you information. Get into the habit of watching the status line. It will contain information such as:

Edit :Mode W I D C L:xxx C:xxx

The position of the cursor is indicated at the right hand end of the status line. L:001 C:001 is displayed, indicating line 1 of column 1. As the cursor is moved around the screen, using the cursor arrow keys (down/up/left/right), the line and column numbers change. The left hand end of the Status Line tells you the current mode of operation. Other items are displayed during individual actions: W = Wordwrap on, I = Insert on, D = Decimals on and C = Capitals on. Nothing is displayed if these modes are off. See later parts of this section for details.

1.3 COMMAND

The command key for Script/Plus is the ESC key at the top left of the keyboard. This key is used for almost all main functions of Script/Plus. When you want Script/Plus to carry out one of its available commands while you are in the normal Edit mode, use

ESC

to enter Command mode. The Status Line will flash Mode to indicate that the next key pressed will be interpreted as a command and not as a normal typed character.

IN THIS MANUAL WE REFER TO ESC FOLLOWED BY A KEY AS COMMAND (key). DO NOT TYPE THE SPACE, JUST ESC FOLLOWED BY THE INDICATED KEY

Examples:

ESC t	set tabs
ESC e a	erase all text

All commands except those involving disk input and output can be aborted with the RETURN or STOP keys. Wrongly typed commands will give you a measure and/or return you to Edit mode.

1.4 EXECUTE

Execute mode describes what Script/Plus does following a command. Most commands are executed very fast, but some, such as loading, filing or outputting files,

take a little time. It is normal to wait for such operations to conclude by themselves. No special indication that Script/Plus is in Execute mode is given.

Note that Panning (automatic scrolling) also takes time and is an example of Script/Plus in Execute mode.

Execution of disk input and output cannot be interrupted. Otherwise, use STOP to interrupt Execute mode.

1.5 DELETE

Delete mode is indicated by the word Delete on the Status Line. You can delete characters, lines or blocks. When deleting, wordwrap is switched off in that particular paragraph. The paragraph can be reformatted using Control f. For full details, see the references in the Text section. Note that deleting text is not the same as erasing text: with the former, text is removed and the remaining text closes up; with the latter, text is also removed but blank space is left if the erasure is followed by any text. To delete a character, use the Del key; to delete a line, use

ESC Del

and to delete a block, use

ESC d and the cursor keys.

to return to Edit mode, use

ESC

You can enter Delete mode while you are in Insert mode, but not the other way around.

1.6 INSERT

The capital letter I is displayed on the Status Line while Insert mode is on.

You can insert characters with the INS key and insert blank lines immediately above the cursor line with

ESC <**Shift Inst**>

To switch Insert mode ON and OFF use

ESC i or <**Control i**>

See the references in the Text section for full details.

While remaining in Insert mode, you can enter, use and leave all other modes. When inserting, wordwrap is switched off in that particular paragraph. The paragraph can be reformatted using Control f.

Enter Insert mode before loading a file if you want that file to be inserted at the cursor position without destroying text (documents filed with tabs are always loaded at line 1, column 1 and overwrite text in memory).

Using RETURN while in Insert mode does not destroy text to the right of the RETURN; such text is pushed onto the next line.

1.7 DECIMAL

The letter D is displayed on the Status Line when Decimal mode is on. Decimal mode is used for setting decimal tabs and entering numeric information (see reference to TABS section).

To switch Decimal mode ON and OFF, use

ESC . or <**Control n**>

1.8 DISK/DOS SUPPORT

Refer to this as Disk mode. Disk mode allows you to make use of many of the disk and file manipulation commands available on the computer. Your CBM Disk Drive User's Manual will contain full details, but below is a summary of the commands available.

Enter Disk mode from edit mode with

Control 0

Exit from Disk mode and return to Edit mode with

STOP

Abbreviations Used In Disk Mode Summary:

X	disk drive number	FN	filename
D	destination	S	source

Use RETURN to get ready to input a command. On completion of Disk/Dos support commands, a message within a string of numbers is displayed on the screen. If it reads "OK" (or "files scratched" if you are deleting files) then all is well. If the command has not been successfully executed, then Disk mode will display an Error message. Turn to your Commodore Disk Drive User's Manual for an explanation.

1.8.1 FORMAT A NEW DISK

The command to prepare a new disk for use is

nX:diskname,aa

where X is the drive number, 0 or 1; “diskname” is a name you give to the disk and “aa” is a unique identifier you assign to the disk.

Note that used disks can be reformatted, but any data on them will be lost. To remind you to be careful, when you press RETURN, the prompt

Data on Drive n Will be Destroyed.
Are you sure?

is displayed. If you wish to continue, enter y.

Any other key will return you to Disk mode.

1.8.2 DELETE FILE

Deleting files should be a frequent activity if disks are to be used efficiently. You will also find it easier to keep track of your documents if you can keep the numbers down. The command to delete a file is

sX:FN

when you press RETURN, the prompt

Are You Sure?

is displayed. If you wish to continue, enter y.

Pattern matching (see reference in Files section) can be used to delete groups of files with one command.

1.8.3 TAKE SECURITY COPY (4040 OWNERS ONLY)

Regular taking of security backup copies of the day’s work is essential. To duplicate a disk in its entirety, use the command

dDX=SX (example: **d1=0**)

When you press RETURN the prompt

Data on Drive X Will Be Destroyed.
Are You Sure?

is displayed where X = DX. If you wish to continue, enter y.

In this example, disk 0 will be duplicated on disk 1. Place the disk to be secured in drive 0 and the new disk in drive 1. All data previously on disk 1 will be removed. This command also formats an unprepared disk taken straight from the box.

1.8.4 DISPLAY DIRECTORY

If you wish to see a list of the files on a disk, type

$0 or **$1**

depending on which drive the disk is in. On single drive systems, type $. Tap the space bar to make the display pause; tap again to resume. You can use pattern matching (see reference in Files section) to select a group of files for display, or check for a single file with

$X:FN

To print out a directory of filenames you must first load the directory into memory by prefixing it with a “+” sign (the load operation will erase text) and then output it to the printer (see reference in Files section for further details).

1.8.5 COPY FILES

There are three variants of the file copying command. Note that the destination disk must be previously formatted. To copy a whole disk, use the command

cDX=SX

To copy a single file, use

cX:DFN=X:SFN

To join up to three files together, use

cX:DFN=X:SFN1,X:SFN2,X:SFN3

This is the command used for creating Fill Files larger than can be held in memory at one time. See the references in the Files and Data Files sections 5 and 6.

1.8.6 RENAME FILE

To rename a file, use

rX:DFN=SFN

1.8.7 INITIALIZE DRIVE

If you use a model 2040 or a model 3040 disk drive, you will have to initialize the drive every time you change disks. The command is

iX

where X is the relevant drive number.

1.8.8 VALIDATE DISK

If there are unclosed files on your disk, you can close them from Disk mode by issuing the command

vX

Unclosed files can be recognized by the asterisk immediately preceding the file type in the directory, i.e., prg or seq.

After a disk full error, carry out this command. **Do not try to delete the file**.

1.9 RESTART

If you wish to change text width or printer type, you can restart the program. Text and tabs are preserved. Use:

ESC <**Shift Clear**>

The Status Line prompts

Restart?

Enter

Y

1.10 Leave

If you wish to Leave Script/Plus and return to Basic, you can.

NOTE
All current text and tabs will be lost at this point.

Nothing on disk is affected, so you may want to save your file first. Use:

ESC Stop

The Status Line prompts

Return to Basic?

Enter

Y

The Status Line prompts

Are You Sure?

Enter

Y

1.11 CAPITALS

The letter C is displayed on the Status Line while Capital mode is on. To switch Capital mode ON and OFF, use:

Control u

Use this feature when typing in capitals to avoid inserting upper-case characters or forced spaces (highlighted dashes) between the words. A capital C is displayed on the Status Line while capitals mode is switched on.

1.12 TONE

If you do not want to hear the tone made by Script/Plus when various keys are pressed and commands executed, you can switch it off and on with

ESC <Control g>

1.13 CHANGE CASE

If you wish to change the case of all text after the cursor position from lower to upper or from upper to lower, you can do so with the command

ESC u

You could use this command to put the text into capitals, move the cursor forward, then repeat the command to restore all the text except the block over which the cursor was moved.

2—CURSOR CONTROL

2.1 CURSOR LEFT AND RIGHT

To move the cursor to the left or right, use the normal cursor control horizontal keys. Keep the key depressed to move rapidly. If text width is greater than screen size, then the cursor left key will not take you up to the previous line. See paragraph 2.3 below.

2.2 CURSOR UP AND DOWN

To move the cursor up or down while remaining in the same column, use the normal cursor control vertical arrow keys. Keep the key depressed to move more rapidly.

2.3 CURSOR UP A LINE

To move up to end of previous line, use the back arrow. Press back arrow again to move to the end of text on that line. Use this technique to alter format print formatting commands easily by moving up the right-hand side of the text.

2.4 CURSOR TO BEGINNING OF NEXT LINE

To move up to the beginning of a new line without having to press RETURN and insert a paragraph end marker, use

<**Shift RETURN**>

2.5 CURSOR TO BEGINNING OF CURRENT LINE

Two key strokes are necessary: use

<**Shift =>** **Cursor Right**

2.6 MOVING FROM WORD TO WORD

To move the cursor to the first letter of the next word, use

<**Control w**>

To move the cursor to the last letter (End) of the previous word, use

<Control e>

2.7 MOVING FROM PARAGRAPH TO PARAGRAPH

To move the cursor to the next paragraph marker, use

<Control p>

To move the cursor to the previous (Old) paragraph marker, use

<Control o>

2.8 DISPLAY NEXT SCREEN

To display the next full screen of text, use

ESC space

2.9 DISPLAY PREVIOUS SCREEN

To display the previous full screen of text, use

ESC <Shift Space>

2.10 GO TO BEGINNING OF TEXT

To move the cursor to the beginning of all text in memory, line 1, column 1, the clear position, simply use

<Shift Clear>

Note that files always are loaded from the current cursor position, except when they have been saved previously with tabs, when they always are loaded at line 1, column 1, the clear position. This is useful when you want to merge files, but can result in a file being loaded in the wrong place. Use CLR to return to beginning of text and avoid this difficulty.

2.11 GO TO HOME POSITION

HOME position is top left-hand position of the current screen. To move cursor to HOME without changing screen contents, use

HOME

2.12 GO TO END OF TEXT

To move to the end of text that has been loaded or typed, use

ESC <**Shift g**>

or **ESC g e**

or **ESC g o**

or **Control g**

2.13 GO TO LINE (NUMBER)

Any line within machine limits may be specified. Cursor moves to beginning of line. Use

ESC g number RETURN

2.14 GO TO MAXIMUM LINE NUMBER

Useful for finding the highest line number and hence maximum size of document valid for your machine. Use

ESC g 999 RETURN

2.15 PANNING

Panning is automatic scrolling or movement of text. Use Pan functions when you wish to review entered text without laborious key depressions.

Use the appropriate cursor-control arrows (down, up, left and right) preceded by

ESC p

2.16 STOP PANNING

Stop the Pan function instantly by using

STOP

2.17 PAUSE PANNING

To pause during panning, tap the space bar. Cursor position may be checked from the Status Line and the screen examined. To resume panning, tap space bar again.

3—TEXT

3.1 ENTER TEXT

The normal method of entering text is to type it in. If the cursor is positioned within the text, what is typed in will overwrite what is on the screen.

Do not leave any completely blank lines in your text.

501 lines of text are available for use in each of the two memory banks. See Reference Section 5.

3.2 PARAGRAPH END MARK

The marker for end of paragraph is entered with

RETURN

which must be used carefully.

RETURN appears in the text as a small, reverse field, leftward pointing arrow (<). Unless Script/Plus is already in Insert mode, an end-of-paragraph marker will remove any text to its right.

If Script/Plus is in INSERT mode, you can type RETURN without destroying any text. Any text to the right of the marker will be moved onto the next line.

Any line of text that is shorter than the full text width as specified at the start of the session must have an end-of-paragraph marker at the end. This is essential when entering columns and tables.

When you delete characters before an end of paragraph marker, only the text before the marker will be closed.

If you start typing on the right of an end-of-paragraph marker, it will be removed automatically.

To move down a line without inserting a Paragraph End Mark, use

<**Shift Return**>

It is advisable to use the print formatting command prxx or lnxx (see reference) to skip lines, rather than inserting RETURN on blank lines, which uses memory needlessly.

3.3 DELETE

Deleting text is not the same as erasing text. When you delete text, the remaining text closes up and no gap is left. Erasing text leaves a space in the text unless there is no subsequent text. Note that when deleting text, wordwrap is switched off in that particular paragraph. The paragraph can be formatted using CTRL/f.

3.3.1 DELETE CHARACTER

To delete the character immediately to the left of the cursor, use the DEL key. Keep it depressed to delete several characters. The text will close up as you delete. To create spaces, either insert spaces while in Insert mode or overwrite text with the space bar.

3.3.2 DELETE LINE

To delete current line and close up text, use

ESC DEL

The Status Line will display the message “Delete: LINE” while you are executing this command. Delete more lines by repeating

DEL

and use

ESC

to re-enter Edit mode.

3.3.3 DELETE MARKED BLOCK

To delete large areas of text, use Script/Plus’ block-marking capability. First, position the cursor to the start of the block you wish to delete. This may be anywhere on a line. Then use

ESC d

to begin block marking. The Status Line will indicate that you are in Delete mode. Now use the cursor control keys to move down and/or right until you have defined the block to be deleted exactly. You cannot use Go To or Pan functions to speed this up. The block to be deleted is highlighted in reverse video. When you are satisfied, use

RETURN

and the marked block will disapear. The text will close up and you will be returned to Edit mode.

3.4 ERASE

Erasing text is similar to deleting except that blank space will be left if there is any subsequent text.

3.4.1 ERASE CHARACTER

Type a space. Keep space bar depressed to erase more characters.

3.4.2 ERASE WORD—CLEAR ENTRY

To erase the entire word on which the cursor is currently positioned, use

Control c

Note that the cursor is positioned for retype of the entry, i.e., at the left-hand side of the entry removed. Control c can also be used to erase numbers or remove an entry from the calculator (see Reference Section 5).

3.4.3 ERASE SENTENCE

To erase text from cursor to next full stop, use

ESC e s

Text will not close up.

3.4.4 ERASE PARAGRAPH

To erase text from the cursor to the end of paragraph marker use

ESC e p

Text will not close up.

3.4.5 ERASE TO END OF TEXT

To erase text from cursor to end of text, use

ESC e r

3.4.6 ERASE ALL TEXT

Use this command to clear the current text completely from memory. Disk contents are unaffected. Use

ESC e a

Cursor is moved to Clear position, line 1, column 1.

3.5 INSERT BLANK SPACES

You can insert blank spaces at the cursor position by using the INS key. Use this key to correct simple typing mistakes and omissions of just a few characters. Keep the key depressed to insert a string of spaces.

You do not need to enter Insert mode to insert a blank line.

Simply use

ESC <Shift Inst>

The Status Line will display the message “Insert: LINE” while you are executing this command. Insert more lines by repeating

INS

You can DEL to delete lines and back to INS again at will. Use

RETURN

to re-enter Edit mode.

3.6 INSERT TEXT

To do more extensive text insertion, enter Insert mode with

ESC i or <**Control i**>

The letter “i” will remain on the Status Line until you leave Insert mode. Now insert as many characters as you like by typing normally. Note that when inserting text, wordwrap is switched off in that particular paragraph. The paragraph can be reformatted, using CTRL/f. If you type a RETURN while in Insert mode, no text will be destroyed and any text to the right of the RETURN will be moved down to the next line.

If necessary, you can enter Delete and/or Decimal mode while in Insert mode. Leave Insert mode with

ESC i

Files can be merged by loading one into another while in Insert mode. See Reference Section 5.

3.7 RANGE TEXT BLOCK

This operation must be carried out before executing the Copy, Exchange or File Marked Block commands. For Column Block Move see Reference Section 4.

To begin, position the cursor to the character that begins the block. Then use

ESC r

to mark the start of the block. Now move the cursor right or down to highlight the precise block you wish to range. The block can be a word, part of a line, a sentence, a paragraph or a group of paragraphs. When satisfied, use

RETURN

and the block is marked in memory. The highlight is switched off, and you are returned to Edit mode. The block will remain marked until you use Delete or Erase, exchange a block with ESC x, or range another block.

A sound rule is to range a block immediately before using it.

If you change your mind while ranging, ie., before pressing RETURN, you can cancel the operation by moving the cursor LEFT and/or ABOVE the first marked character. Return to Edit mode is automatic.

3.8 EXCHANGE RANGED BLOCK

Position the cursor to the character at which you want the block to appear. Use

ESC x

and the ranged block currently in memory will be exchanged to the new position. The remaining text will be moved down.

Note that the ranged block is deleted from its original position.

If the operation fails and you see the error message: “Cursor in range!” on the Status Line, this may be caused by attempting to transfer a block to a place too close to its origin, so that the space created to receive the block overlaps the beginning of the marked block. Transfer the block down your document or to the end of file first, range the block again, and transfer it to the desired location. A better alternative may be to range and exchange a different block of text.

3.9 COPY/APPEND RANGED BLOCK

Position the cursor to the character at which you want the block to appear. Use

ESC a

and the ranged block currently in memory will be copied to the new position.

Note that the ranged block is NOT removed from its original position, so use this command when you want a block to appear at several places in the text. The ranged block remains in memory and so can be appended any number of times.

3.10 SEARCH AND REPLACE FUNCTIONS

Script/Plus allows you to specify a word or a phrase or a piece of text of any kind up to 32 characters in length, and to replace it with another, delete it or simply move the cursor to it. The operations can be carried out on the file currently in memory or on a series of linked files. See Reference Section 5.

Search and Replace is carried out from the cursor to the end of file.

3.10.1 Set-Up Search String

The first step is to specify the text to be searched for. Since a search and replace operation works only on the text that comes after the cursor position, it is advisable to return to the beginning of text before starting. This must be done for each operation. Use

ESC s

and the Status Line prompts

Search:

Be sure that your search string is specific enough not to become confused with contexts where you do not want it replaced. Enter the text to be searched for (leaving spaces on one or both sides as appropriate if you don't want to replace occurrences within words) and press RETURN. The Status Line prompts

Replace:

Enter the text to be inserted in place of the first text and press RETURN.

If you just wish to remove the characters for which you are searching, press ESC when the “Replace:” prompt appears. See the reference to Scan Text Filenames in the Files section. The same technique can be used here to pick up search and replace texts. This is useful if you are creating a long document with many standard words and phrases in it—like this one; we used SP to stand for Script/Plus.

The only way you can place special characters such as format and printer control codes on the Status Line is by first placing them in inverted commas in a comment line, then scanning them.

If you wish only to move to each occurrence of the text, press RETURN only.

> Search and Replace is carried out from the cursor to the end of file.

3.10.2 AUTOMATIC SEARCH AND REPLACE

The second step is to carry out the search and/or replace operation. If you want to Replace, use

ESC @

end the Status Line prompts

Search & Replace

To carry out the operation on the file currently in memory only, use m for memory. Enter

m

and the operation proceeds immediately.

To carry out a Replace on a series of linked files, specify l for linked. Enter

l

and Script/Plus will load in the file you specify and begin its operations on that file.

> Note that this means you will lose any text currently held in memory.

3.10.3 SEARCH ONLY—HUNT

If you don’t want to replace but merely to move the cursor to the specified Search text, instead of

ESC @

use

ESC h

to hunt for an exact match of the search string. For example, if the search string is set to “the,” “The” will not be found.

The Status Line prompts

Hunt

and you enter m or l as appropriate for memory or a linked file (see above).

To find all occurrences of the string in both upper and lower case, enter

<**Shift h**>

The Status Line prompts

Hunt (upper/lower case)

In this case both “the” and “The” would be found if either had been specified as the search string. When using the “Hunt” feature only, you can enter c instead of m or l to signify that a continuous operation should be performed. Script/Plus start with the current file and continue with the next linked file.

3.11 SOFT HYPHEN

Normally, Script/Plus treats a hyphenated word as a single word and does not split it even when the hyphen coincides with the end of a line. If you think that a long word may need to be split in order to improve the appearance of a line, hyphenate it with

ESC <**Control –**>

which appears in the text as a long hyphen, but is not printed unless it comes at the end of a line.

3.12 FORCED SPACE

If you do not want spaces inserted between words as part of justification or certain words to appear in separate lines, link them using the invisible hyphen, which is entered as

<**Shift Space**>

This appears in the text as a small bar, but is printed as a space.

3.13 MOVE TO ANOTHER TEXT BANK

Only the Plus/4 you can use one additional bank of memory. Your present document can be continued or another document loaded and edited.

To switch from one bank to another, enter

ESC j

3.14 HELP KEY

At any time during Edit mode, pressing the Help key will display at list of commands and formatting instructions available with Script/Plus. Pressing <RETURN> displays the next Help screen. Pressing HELP again returns you to your document.

4—TABS/ARITHMETIC/CALCULATION

4.1 Tabs

To select a Tab position, either to Set or to Clear, simply position the cursor as required.

4.1.1 Set Tabs

First select tab position. Then use

ESC t

to prepare to Set Tab. The Status Line prompts

Set Tab

and a horizontal or vertical tab will be set when you enter

h or **v**

as required.

Script/Plus allows up to 50 horizontal and 50 vertical tabs. Use the former as on a typewriter for moving from column to column, and the latter for moving down a document such as a form with many boxes to be filled.

4.1.2 SET DECIMAL TABS

The procedure for setting a decimal tab is exactly the same as for an ordinary tab, except that you must enter Decimal mode first, using

ESC . or <**Control n**>

which displays “D” on the Status Line to keep you informed. Now set a tab as normal. Leave Decimal mode afterwards by repeating

ESC . or <**Control n**>

When tabbing through or typing at a decimal tab, you enter and leave Decimal mode automatically. D is displayed on the Status Line to make you aware of this. When you type at a decimal tab, any text entered appears from right to left (calculator style) until a decimal point (full stop) or space is typed. Text then appears in its normal order. This means that numbers can be aligned easily around a decimal point.

Example

You wish to enter the number 643.21 at a preset decimal tab. The number will appear in this order:

6
64
643
643.2
643.21

The decimal point marks the actual tab position.

Decimal mode is also turned off by any non-numeric entry with the exception of +, – or (characters, namely sign entries.

4.1.3 GO TO NEXT HORIZONTAL TAB

Use

f3

4.1.4 GO TO NEXT VERTICAL TAB

Use

<Control v>

4.1.5 DISPLAY HORIZONTAL TAB POSITIONS

Use

ESC <Shift t>

to display tab positions on the Status Line. The Status Line will display active tabs in 29 columns. The line and column display will be in columns 30-40. Horizontal tabs are shown as “/” and decimal tabs as “#”. Vertical tabs are not shown.

The display will remain until

ESC

is pressed again, i.e., the next command is executed.

If the screen is scrolled horizontally, the tab display will also scroll, displaying appropriate tab positions.

4.1.6 SAVING TABS

To file a document with tabs, add + after the document name. When a file with tabs is loaded, it is loaded at the Clear position and overwrites other text in memory. Therefore, do not try to merge files with tabs. See the references to Files in Section 5 for further information.

4.1.7 CLEAR TABS

To clear ALL horizontal or vertical tabs, use

ESC z

and

h or **v**

as appropriate.

4.2 CALCULATIONS

Comprehensive calculation facilities have been provided including column and row arithmetic and memory calculator. The calculator functions with non-floating point arithmetic and is therefore absolutely accurate with a range of 20 digits before and 10 digits after the decimal point, plus or minus.

Numbers are assumed to be positive unless preceded by a minus sign –, or a round bracket (. Spaces are permitted between the sign and the number.

Numbers must not wrap around text lines. When executing a command which displays a result on screen, make sure there is enough room for the figure at the cursor position.

4.3 DECIMALS

The position of the decimal point has a default setting to two decimal places. It can be reset as required up to 10 places, using

ESC n

Enter the number of places required at the prompt

No. of Places (0-10):

If rounding is necessary in a calculation, five and over is rounded up and below five is rounded down.

4.4 ROW ARITHMETIC

A row of figures is totaled from left to right. Place the cursor on the decimal tab of the total column in the row to be totaled, press

ESC <Control –>

All numbers that appear in text to the left of the cursor position will be totaled.

The result is displayed at the current cursor position and also remains available in the calculator memory for further use.

Add rows before columns for efficient operation.

Beware of Paragraph Numbers!

4.5 COLUMN ARITHMETIC

All numbers that are aligned on the same decimal tab above the cursor position are automatically added until a non-numeric or out-of-position number is found. Blank lines between numbers are allowed and will be skipped.

To add a column of figures, place the cursor on the decimal tab below the column to be totaled, and press

ESC <Shift +>

This result is entered at the current cursor position and also remains available in the calculator memory for further use.

4.6 MULTIPLE COLUMN ARITHMETIC

To add several columns of figures, place the cursor on the total row, to the left of the left hand column to be totaled. Press

<Shift *>

The totals of all columns will be displayed. Columns to the right of the cursor will have their totals displayed on the current cursor row; columns to the left of the cursor will have their totals displayed on the next row. Only columns where a decimal tab has been set will be totaled.

4.7 MEMORY CALCULATOR

A full-memory calculator is available for calculations on figures in text.

To enter figures into the calculator memory from text, place the cursor on the number, or if an integer, immediately to the right of the last digit of the number, i.e., the decimal point position and use one of the calculator commands that follow. After any calculation, the result remains in the calculator for further action.

4.7.1 EMPTY CALCULATOR

Use

<Control e>

to clear the calculator memory

4.7.2 DISPLAY CALCULATOR

Use

ESC ?

to display the calculator memory.

4.7.3 ADD TO CALCULATOR

To add the number at the current cursor position to the calculator memory, use

ESC +

The result is displayed on the Status Line and remains available for further action.

4.7.4 SUBTRACT FROM CALCULATOR

To subtract the number at the current cursor position from the calculator memory, use

ESC –

The result is displayed on the Status Line and remains available for further action.

4.7.5 MULTIPLY CALCULATOR BY NUMBER

To multiply the calculator memory by the number at the current cursor position, use

ESC *

The result is displayed on the Status Line and remains available for further action.

4.7.6 DIVIDE CALCULATOR BY NUMBER

To divide the calculator memory by the number at the current cursor position, use

ESC /

The result is displayed on the Status Line and remains available for further action.

4.7.7 TAKE PERCENTAGE OF CALCULATOR

To calculate the percentage of the calculator memory given by the number at the current cursor position, use

ESC %

The result is displayed on the Status Line and remains available for further action.

4.7.8 RECORD CALCULATOR RESULT IN TEXT

To record the calculator result in text at the current cursor position, use

ESC =

The result in the calculator will be entered into text and remains available for further use; this includes calculations done in another memory bank.

4.8 CALCULATOR ERROR MESSAGES

There are three ERROR messages associated with the calculator.

No Number Found	The calculator has been unable to find a number in text at the cursor position.

Number out of Range	The number is too large for the calculator to handle. When this error occurs, the cursor will be positioned on the part of the particular number which caused the error.
Result out of Range	The result of a calculation is too large for the calculator to handle.

4.9 COLUMN MOVE

Facilities have been provided to move a marked block of text. Aimed specifically at moving columns of figures, it has been found excellent for manipulating text, flow-charts and diagrams.

Column move is carried out in two steps. First, range the block to be moved. Then move the block with the cursor controls.

4.9.1 RANGE COLUMN BLOCK

To begin, position the cursor to the character that begins the block. Then use

ESC <Shift r>

to mark the start of the block. Move the cursor right to the end of the column to be marked and down to highlight the precise block you wish to range. Reverse the process if you change your mind. The block can be a word, part of a line, a column, a group of columns or a complete text block. When satisfied, use

RETURN

and the block is marked. The cursor is displayed in the top left hand corner of the marked block.

If you change your mind while ranging, continue the procedure by pressing RETURN to mark the block and RETURN again to complete the move.

4.9.2 MOVE COLUMN BLOCK

Having marked the column block, move the block by means of the down, up, left and right cursor controls to the new position.

Note that moving the block overwrites intervening text.

When the move is complete press

RETURN

to return to EDIT mode.

To exchange two columns, move one column into a blank area (create a blank area by line insertion if necessary). Move other columns across as required, then replace the first column in its new position.

5—FILES

5.1 LOAD FILE

5.1.1 SCRIPT/PLUS FILES

To load a file from disk, first use

ESC I

and the Status Line will prompt

Load Filename:

Now enter the filename and press RETURN. Script/Plus will search for the file and load it into memory. On a dual drive system it will look first on the drive that was used most recently, and then on the other drive. You can specify which drive you want by typing 0: or 1: before the filename. Entering just RETURN at this point will return you to Edit mode.

Note that a file is always loaded at the current cursor position unless it has been saved with tabs (see reference in this section), in which case it is loaded from the Clear position. Therefore, if you wish to completely overwrite a file already in memory, use CLR first to position to the beginning of text.

You can choose to load a file at a particular point in order to create a longer, merged file. Normally Script/Plus erases old text after the end of the new text; i.e., loading a file 10 lines long at line 5 of a 50-line file will leave you with a 15-line file. However, if you enter Insert mode before you start loading, the new file will be inserted at the cursor position without any text being lost (unless it has been saved with tabs—see section 5.2). In the example above, the final file would be 60 lines long. All Script/Plus files are held in Commodore ASCII.

5.1.2 SCRIPT/PLUS 8000 AND EARLIER SERIES FILES

To load a file that was created with an earlier version of Script/Plus, first use

ESC <Shift I>

and the Status Line will prompt

Convert Filename:

Now enter the filename and press RETURN. Script/Plus will convert the essential commands and load the file as described above.

5.2 LOAD FILE WITH TABS

To load a document previously filed with tabs, you must specify the + sign at the end of the filename. Note that loading a file with tabs causes the loss of any text currently in memory, as the file is loaded from the clear position whether you are in Insert mode or not.

5.3 INTERFACE TO OTHER FILES

Text files held as Commodore screen mode can be loaded as in paragraph 5.1.2

Commodore 6502 Assembly Language source files can be treated as ordinary files for the purpose of editing and loading normally. Script/Plus cannot load, edit and save a BASIC program file so that it can be run. But you can create an error-free printout of a BASIC program, with comments, etc., by following this procedure:

1. List the BASIC program to disk from BASIC, (i.e., not Script/Plus).

2. Load the listed file into Script/Plus.

3. Use ESC u to change case if you wish.

4. Edit and save a Script/Plus copy.

To carry out 1:

1. Load program into Basic.

2. Enter this command:

open 8,8,8,”0:filename,s,w”:cmd8:list<RETURN>

Wait until flashing cursor returns, then type

print#8:close8<RETURN>

5.4 SCAN DIRECTORY FILENAMES

Script/Plus provides a method of rapidly scanning a disk directory to find the filename you need—useful when there are dozens of files on a disk.

First enter Disk mode, by pressing

<**Control 0**>

then type

+$X

where X is the drive number (0 or 1). On a single drive system, you don't need a drive number. After a few moments Script/Plus returns to Edit mode with the directory loaded and displayed. The directory is treated as a normal Script/Plus file, and will be inserted at the cursor position, which may result in text being overwritten. If you only want to look at a directory, see the reference in the section on Disk mode. You can use filename pattern matching (see reference to Filename Patterns in this section) to load a selected directory, e.g., one of all filenames beginning with "doc1".

Use the cursor controls to mark the file required, then press

ESC l

and at the prompt

Load Filename:

enter

<**Shift Clear**>

The selected filename will appear on the Status Line. Press

RETURN

and the file will be loaded.

An alternative method of scanning a loaded directory is to step through all the filenames by repeating the <shift clear> after using ESC l to begin the loading process. Each time you use CBM, the next filename (starting with the first) will appear against the STATUS LINE prompt. If you miss the name you want, you can continue to the end of the directory and begin again. When the required filename appears on the STATUS LINE, simply use

RETURN

to load the file. The directory is replaced by the file.

5.5 FILE A DOCUMENT

Filing a document begins with

ESC f

The Status Line now prompts

File Name:

To file on drive 0, enter the desired filename (see reference to Scan Text Filenames). To file on drive 1, enter 1: followed by the filename. Follow filename by

RETURN

to file your document.

To stop the process at the prompt File Name: press RETURN only.

If the filename already exists on the disk directory, the Status Line will prompt

REPLACE?

you should enter

y

to overwrite the existing version or n (or any other key) to stop the entire process and return to Edit mode.

If you want to save the current Tab Settings, add a “+” sign to the filename.

Example

file1 becomes
file1+ tab settings are preserved and may be reloaded.

5.6 SCAN TEXT FILENAMES

A quick method of saving files is to place one or a series of filenames within inverted commas in a *nb comment line (see reference in Print Format section) and scan through them. The nb line can be anywhere in the document. Follow the normal File procedure until you reach the Status Line prompt

File Name:

Now use

<**Shift Clear**>

to scan the name or names within inverted commas from the cursor position. Each time the key is pressed, the next name in inverted commas is displayed on the Status Line. When filing on drive 1, enter 1: before the Shift Clear.

To scan from the beginning of text for the first name in inverted commas, use

<Shift Clear>

Use

RETURN

when the filename you want is on the Status Line and the file will be saved under that name. This technique has several uses. Example

*nb “file1.temp” “file1.copy” “file1.temp+”
*nb “file1+” “fillfile1”

You could choose to save file1 as a temporary file, a copy, a temporary file with preserved tabs, or in its final form with tabs. The names of related fill files can also be selected using this method (see reference in Fill Files section). (Note that .temp and .copy have no meaning for Script/Plus; they are just filename conventions.)

5.7 FILE RANGED BLOCK

To file the most recently marked block (see reference in TEXT section), use

ESC <Shift f>

then proceed as for 5.5. All the usual options are available with the exception of saving tabs.

5.8 LINKED FILES

Some documents are too big to fit into the computer’s memory at once. Such documents must be split into sections, which are saved separately and linked together in a chain using the Print Format command lk, to identify the next linked file (see reference in Print Format section).

Alternatively, you may wish to link some files together temporarily in order to print a particular sequence; in this case you would still have to use the lk command.

The abbreviation l is used for Linked files in certain Text and Output operations.

When a Linked file is in use, each file in the chain is loaded into memory and processed in turn. This means that you can interrupt a Linked file being output to video (see references in Output section), and edit and re-output to video the file currently in memory without having to load it separately. On completion of output it will be filed as edited and the next linked file displayed.

5.9 LINKED FILE COPY (DUAL DISK DRIVES ONLY)

It is possible to copy a series of linked files using the command

ESC q

You will be asked which drive to copy to. Respond 0 or 1 as appropriate. Then give the name of the first file in the series, followed by RETURN when the prompt

Linked File:

appears on the Status Line. Script/Plus will then copy the specified files.

5.10 CHANGING TEXT WIDTH

Text width can be changed by entering

ESC <Shift Clear>

at the prompt RESTART? enter **y**

Any other key is taken as no. At the start-up menu, enter the new text width required.

A new file loaded will be set up to the next text width. Any file still in memory will not be correctly lined up. To reset it, file it on disk and reload.

5.11 FILENAME PATTERNS

The CBM conventions for pattern matching of filenames are available in certain Script/Plus operations.

The pattern matching characters are * and ?

The * instructs that all characters after those already entered are not to be considered as significant in distinguishing one filename from another.

Example:

fil* could refer to
fil
file1
filedata
filler

or any other filename starting with ‘fil’. But note that ‘*fil’ is meaningless.

The ? stands for any single character.

Example

f???.1 would match
file.1 and
fill.1

but not file1 or
afile

? and * can be combined as in d???f*, which would match

datafile
datafileno2
dat f

but not datanewfile

Pattern matching can be used with the following Disk mode commands:

DELETE
DISPLAY DIRECTORY (and load into memory)

Be careful with your use of DELETE—always list the files with the same pattern to see what is in the directory before deleting. Do not use pattern matching with RENAME or COPY.

Pattern matching can also be used with LOAD, when the first file found that fits the pattern will be loaded. Do not use pattern matching with SAVE. Note that you cannot use * when loading a file with tabs as Script/Plus must see the + as the last character in the filename.

5.12 FILENAME CONVENTIONS

You can use any conventions you like with Script/Plus. Filenames can be up to 16 characters long, including spaces and full stops—but avoid colons.

You may, however, wish to set yourself some standards to make life with Script/ Plus easier. Here are some suggestions, which you will probably want to adapt to suit your own requirements.

1. Use lower-case letters for filenames—no Shift required when typing.

2. Use standard prefixes to group files with common characteristics, such as temporary files, copies, letters, forms, skeleton documents, administrative or business categories, etc.

Examples

tm.
cp.
lt.
fm.
sk.

A group of standard letters might look like this:

lt.overdue
lt.acknowl
lt.renew1
lt.renew2
lt.cancel

You can now use pattern matching to display and/or load selective directories or delete groups of files while in Disk mode.

Example:

+$0:lt*

This command will load into memory a list of all filenames beginning with 'lt,' which can be scanned to find the correct one for loading.

s0:lt.renew?

This command will delete all files beginning with "lt.renew" and ending in one further character.

3. Place filenames within inverted commas at the beginning of each file on a *nb comment line, to allow easy identification and scanning (see reference to Scan Text Filenames).

6—DATA FILES

You can use Script/Plus to set up any number of Data Files (or Fill Files) for use in Merging operations. Often these will be name and address files for use in personalized mailshots, but they might also be personnel records, or any type of record from which items need to be selected for merging with standard documents, e.g., forms of various kinds.

6.1 SELECTION FROM DATA FILES

There are three levels of data file selection. These can be used to select individual Records from a data file, using Selection Codes; to select specific Fields from a data file record, with repetition of fields where necessary; and to specify Conditional Selection of records where one or more fields are equal or not equal to designated values, e.g., a city name such as “Anytown.” These levels of selection are explained below.

The ability to select from data files in this way means Script/Plus can be used effectively in many applications involving records management. See Appendix G for outlines of some possible applications. In word processing mailshot applications, name and address records can be defined in extremely comprehensive detail.

6.2 FILES, RECORDS AND FIELDS

In this section we discuss the Structure of Script/Plus data files.

6.2.1 DATA FILES/FILL FILES

A data file, also referred to as a Fill File because it is used to fill the slots in a standard document such as a letter, is a collection of records that can be stored and manipulated, using a single filename. A fill file is created either as an ordinary Script/Plus text file or as the output of another system such as an accounting program or a database. In this reference section we will use the common example of a name and address file for illustration. However, a personnel record data file, or any other collection of records with a common theme, e.g., name or address, personnel, students, patients, etc., would be equally suitable.

Fill files can extend to the maximum Script/Plus file length, or can be linked, or appended in semi-permanent form on disk.

6.2.2 LINKED FILL FILES

Fill Files can be linked with the standard lk command (see Reference Sections 5 and 9) in order to create large data lists.

If you need a long, permanent fill file, larger than can be created in a memory at one time, follow these steps.

1. Create a set of files containing your fill file data and file them.

2. Go into Disk mode and copy the files, using the “Append” variant of the Copy command, to a new file.

   You could create a set of files on one disk and join them all on another to produce a single enormous file, possibly on hard disk. A file of such size could not be edited with Script/Plus.

6.2.3 RECORDS

Within a fill file, the details known about each name and address are located within a single Record. Each record begins with a special Record Separator that separates it from the previous record.

To create a record, enter the record separator, using

ESC b

which is the variable block marker, a small, highlighted block: ■. Follow it directly (no RETURN) with the first field in the record—often the Selection Code (see 6.3.5 below). Then enter the information for each field in turn (see 6.2.4 below). Begin each record on a new line with a record separator, followed directly by the first field.

At the end of the file, put one final record separator on a line by itself, followed by RETURN (except if the file is linked, when the lk command will appear as the last line).

On output, each record from a specific file will be processed in turn and if selected, will be used to fill the slots, or Blocks, in the standard letter or document being viewed or printed.

You can have as many records in a fill file as memory will permit.

6.2.4 FIELDS

Within each record in a fill file, each item of information is held as a separate Field. Fields are separated from each other in either of two ways:

1. On the same line, place a Measured Block Marker after each item, using

   ESC m

Example

   Mr.■J.P.■Smith.<

2. On different lines, place an end-of-paragraph marker after each entry, using RETURN.

Example

   John Smith<
   99 High Street<
   Anytown<

6.3 SETTING UP DATA FILES

The structure of your records is decisive for the effective use of the selection facility. To achieve the best structure for your needs, carry out the following steps.

6.3.1 ANALYSIS OF REQUIREMENTS

Analyze your own requirements. This involves deciding how much you think you may need to vary the information you include in your standard letter (or form, etc.). Will you need separate and variable titles (Mr., Mrs., Ms., Dr., Rev., etc.)? Initials for some and first names for others? Client's reference number, if used? Four or five address lines? Zip code? Each item will require a separate field in the record.

6.3.2 PROFORMA RECORD

If you are creating the data file with Script/Plus and not via another system, set up a Proforma record, specifying the name of each field. See Tutorial lesson 5, section 3 for an example. Then use block copy commands to build up a long proforma file. When you enter actual data, you will Overtype the lines of each proforma record.

Be sure to make a field for every item you thought of when analyzing your requirements. You will always be able to omit fields when you do not want to select them. Add one extra field at the beginning of each record to be used as a Selection Code Field (see 6.3.5, next page).

6.3.3 COMMENT LINES/FILE IDENTIFICATION

At the beginning of the file, place as many *nb lines as you need to explain what the file contains, what each field is for (this can be done by editing your proforma), and

what your selection code categories are. This is not essential for processing, but is highly recommended!

6.3.4 RECORD SEPARATOR COMMENTS

At the beginning of each record, place one or more *nb lines to make the fill file Readable. This could be a long line of asterisks or dashes. All *nb lines are ignored by merge processing and do not count as part of the record data.

6.3.5 SELECTION CODES

Decide on the Selection Codes that you will use to extract different combinations of records from the data file. These are, by convention, placed in the first field of each record, and take the form of a series of letters and/or numbers (up to a maximum of 20) from the range a-z and 0-9. Each character in the series represents one of your own selection categories. Examples of typical selection categories are:

Customer type	e.g., Home user or business user
Customer status	e.g., Prospect or client
Customer interest	e.g., Word processing or database
Geographical area	e.g., South, north, west, east, etc.

Typical actual combinations of these codes could be:

hpws—a Home user Prospect for Word processing, located South.

bcde—a Business Client with a Database, located East.

Remember, a code series can be up to 20 characters long, with any characters from the range a-z and 0-9.

You will be able to select for printing ANY GROUP of records from the file by specifying selection codes in your letter. You can also match any code in any position by using the ? and/or * pattern-matching characters. (see 6.7.1 below).

If you do not need this facility, omit the selection code field completely from the record. You can always edit new fields into your data file later on.

6.3.6 DATA ENTRY

Type in your selection codes or your data, starting in column 1 of each line, and ending each line with a RETURN. Place each item that will vary in a separate field, preferably on separate lines as these are most easily edited.

6.3.7 FILE/EDIT

File the completed data file on disk—and keep a back-up copy. Do not file it with tabs. The file can be edited in the usual way at any time to change details. Use the Hunt facility to move the cursor rapidly to the record you want to change.

6.4 LINKING DOCUMENTS AND LETTERS TO FILL FILES

Having set up your files, you can create any number of standard letters or other documents and extract data from any fill file for selective print runs. This is achieved by placing Blocks in the letter or document, and specifying with a label which field in the record the block is to be filed from. One of these blocks can serve as the Selection Code Block.

6.5 DOCUMENT BLOCKS

There are two types of blocks that may be inserted into documents to receive data from a fill file.

6.5.1 VARIABLE DOCUMENT BLOCKS

A Variable Block is so called because its contents vary in length, according to the length of the data in the corresponding field of the fill file data record (in other words, the names in the name fields of different records will be of differing lengths). Each block in the letter will be filled by a standard field in the fill file record, with text being reformatted to allow for the variable length of the field.

Examples of typical Variable Blocks are the slots in a mailslot letter for the following items:

Name
Address lines
Reference
Company name
Product
Price/Cost information

On the screen, variable blocks are small oblongs: ■. Insert these markers at the beginning of the variable block by using

ESC b

Insert an End of Paragraph marker (RETURN) after each end-of-block marker that occurs on a line by itself.

Initially, all blocks are null, that is, they have no data in them. When data is inserted into a variable block or the block is “labeled” (see 6.6 below), the oblong on the screen splits in two and the data appears between the two parts.

6.5.2 MEASURED DOCUMENT BLOCKS

Variable blocks are not suitable for use with preprinted forms, because the data that goes into the block displaces the text to its right. Script/Plus provides a Measured

Block which is not filled by insertion but occupies the space provided when creating the document of form. To create this type of block, enter

ESC m

This makes a larger oblong on the screen. RETURN or further text must be placed the required distance from the block to allow for the length of data inserted.

NOTE

If the data from the field used to fill a measured block is longer than the spaces allowed for filling after the measured block, the data will overwrite the existing text.

6.6 LABELED BLOCKS

The link between a Block in a letter and its corresponding Field in the fill file record is made by labeling the block with a character from the range a-z. Script/Plus interprets the series of fields in a record as being field a, field b, field c and so on in strict alphabetic sequence to field z. By labeling a block in a letter with one of these characters, you make Script/Plus extract the corresponding field from the record and place the data from it in that block.

You must, however, remember the positioning of each field in the fill file record, as the lines in the fill file record are not actually labeled a, b, c, etc. So when labeling the “city” block as block <g> in your letter, for example, you must be sure g actually corresponds to the “city” field in the fill file record. To help yourself remember, place a key to all fields in the *nb lines at the top of the fill file record.

6.6.1 CREATING A LABELED BLOCK

Position the cursor to the place in the text where you want the corresponding field to appear. For a Labeled Variable Block, type

ESC <Shift b>

You will be prompted

Variable block label (a-z)

Enter the desired character. The block will appear in the form ■<x>■ where x is the character you entered.

For a Labeled Measured Block, type

ESC <Shift m>

You will be prompted

Measured Block Label (a-z)

Enter the desired character. The block will appear in the form ■<x>■ where x is the character you entered.

Example

Suppose the name and address lines 1 to 4 were on lines b to f of a fill file record. The corresponding labeled blocks in a letter would be:

■<b>■ receives name
■<c>■ receives address line 1
■<d>■ receives address line 2
■<e>■ receives address line 3
■<f>■ receives address line 4

The <a> block is, by convention, reserved for selection codes, if used.

6.6.2 REPETITION OF LABELED BLOCKS

You can repeat the same labeled block anywhere in your document, as often as you wish. The corresponding field from the fill file record will always appear in it.

6.7 SELECTION

You may use up the three levels of selection to extract particular records and fields from the data file for merging with a letter or document.

6.7.1 SELECTION BY SELECTION CODES

Create the Selection Code Block as labeled block <a> in an *nb line in your letter. Line a in the data file must then be used to hold selection codes. The *nb line that holds the selection code block should appear before any other blocks.

Enter Insert mode, and position the cursor to the > bracket after the <a. Now type the = sign, and then the codes for the required records. Using the example from 6.3.5, you might want to select Business user Prospects for Databases in the West. The code would be bpdw. Your labeled block will look like this:

■<a=bpdw>■

You can use the ? and* pattern-matching characters if you wish:

■<a=???w>■

will match all clients in the West;

■<a=hc*>■

will match all home user clients, whatever their interests and location. See Reference Section 5.11 for further information on the principles of pattern-matching.

6.7.2 SELECTION BY LABELED BLOCK

A letter with labeled blocks <b>, <d>, <f>, <k>, <l> and <m> in it, and no others, will select from the data file ONLY THOSE FIELDS THAT CORRESPOND TO THESE LABELS. If each field in the record is on a separate line, you can think of “line b,” “line d,” etc. Other fields will be omitted from the document.

6.7.3 SELECTION BY CONDITIONAL LABELED BLOCK

You can enter INSERT mode position as described in 6.7.1 above, and insert a specific value to be matched or not matched in the selection process.

Example:

You wish to print letters for clients and prospects in Anytown only. Labeled block <g> receives the city name from line g in the data file. Set your labeled block <g> to look like this:

■<g=Anytown>■

On output, only those records where the city field has been entered as Anytown will be selected.

If you want only records where the city field is not Anytown, set your labeled block to look like this:

■<g#Anytown>■

The # sign used in this context means “not equal to.”

You can specify conditional selection for any labeled block or blocks, including the selection block code.

You can use the ? and * pattern-matching characters as described in 6.7.1 above:

■<g=Anyto*>■

will match any cities beginning with “Anyto”.

6.8 SIMPLIFIED MERGING

If you wish you can set up simple fill files with no selection codes and simple letters with no labeled blocks. In this case, the number of blocks in the letter must match the number of entries in each fill file record exactly (not counting *nb lines). The fields from the fill file will appear in strict sequence in the letters as they are output.

You may use conditional labeled blocks without using selection codes.

If you use labeled blocks and/or selection codes you must put record separators in the data file. Otherwise they are not required.

6.9 MAIL MERGE

The normal method of viewing your merged letter to ensure that the fill file data fills your letter blocks correctly, is to output to screen by using

ESC o c f v

the STATUS LINE will prompt

Fill:

respond with the name of the fill file and RETURN. You can use the SCAN method to pick up the filename from a comment line, if required. Each record meeting your criteria will be displayed on screen in turn, merged into your personalized letter.

Another method is available, which does not employ the output command. To see the effect of using a fill file with a particular document, you can use

ESC v

which caused the STATUS LINE to prompt

Fill:

Respond with the name of the fill file.

The blocks will now be filled from the fill file according to your selection criteria. The cursor will be positioned at the end of the text.

You can use ESC TAB to move from block-to-block and edit if you need to.

When all the blocks in a document have been filled and there is still data in the fill file, the message “Out of Blocks” will be displayed. When there are still blocks but all the data in the fill file has been displayed already, the message “Out of Data” will be displayed.

6.10 EMPTY BLOCKS

To reverse the effect of ESC v use

ESC <Shift v>

6.11 FILL BLOCKS FROM KEYBOARD

In some situations you may not want to use a fill file but to type in the required information for the blocks directly. With your document in memory and at the beginning of text, enter Insert mode:

ESC i

Then use

ESC f3

to move the cursor to the first block. Now fill the block by typing in the data. When you have finished, tab to the next block as above and repeat the process. Continue until all blocks are filled, then leave Insert mode with

ESC i

The command is effective for text from the current cursor position onwards only.

6.12 CLOSE OPEN FILL FILE

The file is open and there is more data if the disk drive light remains on. To close an open fill fiie, use

ESC HOME

6.13 MESSAGES WHEN USING FILL FILES

Out of Data (with ESC v)—there is no more data in the fill file to be put in the blocks. A new file can be specified and output continued.

Out of Data (with output to screen)—a new fill file name is requested.

Out of Blocks—There are no more blocks in the current text in which to put data from the fill file.

Invalid Block Format—The format of this block is invalid.

Neither the document nor the data are affected by the above events.

7—OUTPUT

There are two ways of outputting text with Script/Plus: Screen (Video) or Printer. These can be combined to give a wide range of output methods. It is strongly recommended that function keys be used.

An Output command is different from most Script/Plus commands in that a sequence of letters may be typed before the command is executed.

At its simplest, you just follow O for output with V for video or P for printer, but there are several options that can come in between. The simple options are considered first.

7.1 OUTPUT TO THE SCREEN (VIEW)

Use Output and Re-Output to the screen frequently to test the appearance of your document. To output, use

ESC o v or **f1**

and the top of the first page of your document (to line 25) is displayed. If wide margins are set, only the top left hand 80 columns of the document are visible. Scroll or Tab right to see the remainder.

To re-output to the screen, use

ESC <**Shift o**> or **f4**

You may find the preset function keys are very useful. See Appendix F.

The following options are available:

Tap Space Bar	—Fast scroll to the end of the current page
Tap Space Bar again	—Stops the scrolling
Cursor down key	—Scroll the display one line at a time
Press V	—Resume after page break; display top of next page
Press C	—Resume after page break; display line 1 of next page
Press P	—Change to printer output

Use these options with documents more than 80 characters wide

Cursor Right	—Scrolls the display to the right
Cursor Left	—Scrolls the display to the left
Return	—Display returns to column 1
f3	—Tabs the display 20 columns to the right
Control V	—Tabs the display 40 columns to the right

The current page number is displayed on the end of the page break line.

7.2 EXIT FROM OUTPUT TO SCREEN

There are two ways of returning to Edit mode.

To return to Edit mode at the current screen display position, press

ESC

To return to Edit mode at the original cursor position, press

STOP

7.3 RE-OUTPUT TO SCREEN

To continue document check on the page at which you returned to the Edit mode, enter

ESC <Shift o>

7.4 SELECT OUTPUT OPTIONS

As well as the straightforward output to screen, it is possible to select a number of options. To begin the process of outputting, use

ESC o

to put the prompt “Output:” on the Status Line. You can cancel the operation between now and final selection by using RETURN. You now have eight options to choose from before final selection of output. You can select any options in any order, or none.

From Page No. Use this to specify the page number at which you wish output to start. On entering #, the Status Line prompts: From Page No. Enter the page number.

C Continuous Print. Use this for a correctly aligned cut sheet feeder, or tractor/fanfold or roll paper. Printing will not stop for paper changes at end of page. Video output will show page-break lines (heavy dashes across screen), but will scroll past them.

D Device Number. This option is intended for users with more than one printer. Output to a modem or other IEEE device is also theoretically possible. Generally, omit this option if you have only one printer.

E / O Even or Odd. This option allows you to output only the even page numbers or the odd page numbers.

F Fill File. If you select this option, you are telling Script/Plus that a fill file is to be used during output. After final output has been selected, you will be asked for the filename (see next section); you can use filename scanning or pattern matching to select a fill file (see references in Fill Files and Files sections). If a fill file is already open when you type F, it will be selected automatically and no filename is requested.

L Linked File. L signifies that you are outputting a series of linked files. After final output has been selected you will be asked for a filename, and should respond with the name of the first file in the sequence. Subsequent files designated by the lk command will be loaded in turn into memory and then output.

X Copies. If X is selected, you will be prompted “No. of Times:.” Enter the number of copies you require and press RETURN.

If you select none of these options, your output will have the following characteristics:

- pause at each page break
- output to printer will go to standard device number four
- no fill file will be used
- only the file currently in memory will be output
- only one copy will be output

When options have been selected (none are compulsory) actual output is executed with V, P or S (see next section).

7.5 SELECT FINAL OUTPUT

There are three options for final output. Outputting a file leaves the original unchanged, and you can change options each time you output; also, you can switch easily from Screen to Print options while outputting a file, and vice versa.

After selecting options as required, enter V, P or S to begin actual output. The final output options are:

V Video (Screen). Use this frequently to test the appearance of your document as it will be printed. Fully described above.

P Printer. This will be the method of output for most documents once they have been texted on screen output.

To pause and restart during output, tap space bar. Note that you must wait a few seconds for the print buffer to empty; don't press the space bar again or you will restart the printer without realizing it has stopped.

To resume after page break, press C.

To change to video output, press V instead of C after a page break.

To stop printing and return to edit mode, press STOP.

During output, pressing Shift/p after a page break will change output from non-continuous to continuous printing.

To change from continuous to non-continuous output, use the pause command, ps. This command may be temporarily inserted in a file to allow the printing of sections that do not begin and/or end with a new page (see reference in the Print Format section).

When printing, the number of copies left to print is displayed on the right hand end of the Status Line.

7.6 PRINT SELECTED PAGES

If you want to print a range of pages or a single page, use the appropriate output selection.

7.7 PRINTER ERROR

In some cases, output to the printer will produce the message “Printer error” on the Status Line. If this happens, first check that the printer is turned on and correctly connected to the computer.

Also check that you carried out the start-up menu correctly by doing restart with

ESC <**Shift Clear**>

8—PRINT FORMAT

In this section we describe the various print formatting commands available in Script/Plus. We don't try to tell you exactly which ones to combine to achieve specific results, because the great variety of available printers and paper sizes, not to mention users' requirements, means our examples could not be sufficiently general.

We recommend that you experiment to find out the precise effects of particular format commands, and store the ones you want in a file on disk, which you can then insert at the beginning of every new document. See Appendix B.

At the end of this section is a simulated page with a diagrammatic demonstration of some of the page format commands, especially those for controlling the vertical print format.

NOTE

We use xx to represent possible numbers. Two figures are not always needed. For example, to specify a margin depth of 5, use 5 and not 05.

8.1 FORMAT COMMAND

The format command, which we cannot print in this document, is used to indicate to Script/Plus that a Print Format command is to be executed. It is represented in text by a "reverse field asterisk" (*). To insert a format command, use

Control 9

The format command can start or end a line, with several commands that appear at the end of a line as a matter of course. These are

ln	prints blank lines
ma	releases the left margin on the following line
lm and rm	resets the margins
fp	forces page break
cn and ju	centering and justifying

See below for full details.

Multiple format commands on the same line are separated by :. The * need only be inserted at the beginning of the string of commands.

Text can be put on the same line as format commands. Use ; to precede the text. Another format command or a RETURN can be inserted after it.

Example

*cn1;Center this message*cn0<RETURN>

Format command lines do not print out nor do they count towards the number of lines on a page or before page break.

8.2 COMMENT—NB

To insert a line that will be ignored by Script/Plus, but is useful for making sense of the document on the screen, use

***nb**

followed by text. No spaces are needed. Use *nb lines to hold filenames within inverted commas for filename scanning during file, load and fill file operations. Search and replace strings within inverted commas can also be scanned. This is the only way in which special characters such as the format command and printer-control characters can be placed on the Status Line for Search and Replace operations.

Example *nb “letter1”; overdue accounts, date written 4/22/82

8.3 HORIZONTAL PRINT FORMAT

In this section we deal with Characters Per Inch, Justification Right Alignment, Centering, Margins, Offset, Even Offset, Margin Release and Indentation.

8.3.1 CHARACTERS PER INCH

The number of characters per inch can be varied on letter-quality printer using

***ptxx**

where xx can be 8, 10, 12 or 15.

8.3.2 JUSTIFICATION

If you want Script/Plus to select the correct number of spaces automatically for each line and keep text aligned to the right margin you have set, as is done in this manual, use

***ju1**

to switch Justification on. When you no longer want this feature, use

***ju0**

to switch it off.

8.3.3 RIGHT ALIGNMENT

To print all lines against the right margin instead of the left, as in this paragraph, use

***ra1**

to switch Right Alignment on. Right Alignment takes priority over justification, so the justification switch can be left alone. Use

***ra0**

to switch Right Alignment off.

8.3.4 CENTERING

if you use

***cn1**

Centering will be switched on. Each line of text entered between now and

***cn0**

will be automatically centered between the set margins.

8.3.5 LEFT AND RIGHT MARGINS

The margins can be altered at any time. If you reset the right margin before the left margin to leave less than 15 columns between them, you will receive an error message. Margins are set using

***lmxx**

for Left Margin, and

***rmxx**

for Right Margin. If you don't set them, Script/Plus will set the left margin to 1 and the right margin to 80 or the length of your text line, if this is greater than 80. Notice the effect of close margins on the spacing between words. The maximum right margin setting is 254

The narrowest allowable column width is 15.

8.3.6 OFFSET

This command sets the distance in columns from column 1 on the printer's scale to the left margin on the paper. By passing the paper through the printer a second time and resetting the Offset, you could print text in columns as in a newspaper. Set the offset, using

***ofxx**

or if you prefer, omit this command and the offset will be set to 0 by Script/Plus.

8.3.7 EVEN OFFSET

This command resets the offset, as described above, for even pages so that a manual or book can be printed with the margins set for both odd and even pages. Use

***eoxx**

When in use, the odd-numbered pages will take the offset setting ofxx and the even ones the even offset eoxx. The offset command has priority and should always be set first.

8.3.8 MARGIN RELEASE

If you want a particular line to begin a number of characters further to the the body of the text, as we do in the above line, release the left margin by the number of characters required, using

***maxx**

immediately before the line in question (i.e., at the end of the previous line).

Margin Release only affects the line that follows the command, and subsequent lines are printed at the current left margin. The right margin cannot be released in this way. Don't release a margin by more than it was set to in the first place.

8.3.9 INDENTATION

Script/Plus allows flexible and simple indentation of paragraphs at any point in the text. The first step is to reset the left margin to the depth of indentation required. For the numbered subsections within this paragraph, the left margin is changed from 13 to 16. Now if you also wish to print sub-headings or paragraph numbers on the same line as a line of indented text as we do in this document, follow these steps:

1. Calculate, as the number of characters to the left of the indented text, the point where the sub-heading will begin. Include intervening spaces. In this paragraph we allow two spaces between the number and the indented text, so the number we want is three.

2. At the end of the previous line, release the left margin by this number—here we are using 'ma3' at the end of each numbered section.

3. At the start of the next line on the screen, which is entered from column 1 in the normal way, enter your sub-heading, joining it to the first word of text with one or more Forced Spaces (Shift/space) to preserve justification.

4. Output to video to check that you have calculated the margin release correctly.

5. To return to non-indented text, simply reset the left margin.

8.4 VERTICAL PRINT FORMAT

In this section we deal with Lines Per Inch, Linefeed, Blank Line Printing, Vertical Offset, Line Spacing, Lines Per Page and Lines Before Page Break.

8.4.1 LINES PER INCH

On letter quality printers (and the Epson MX80), the number of lines per inch can be set using

***lpxx**

Where xx is 4, 6, 8 or 12. (6 or 8 only on the MX80).

8.4.2 LINEFEED

Some printers do not have automatic linefeed, i.e., moving to a new line after RETURN. If this is your case, switch Linefeed on using

***lf1**

and off using

lf0

if you want to print over a line.

8.4.3 BLANK LINE PRINTING

Several methods are available to print blank lines in text.

The simplest is the use of RETURN < at the beginning of a line. However, this uses unnecessary space in memory and is clumsy for long documents.

Instead use

***lnxx**

at the end of a line when you want to output xx number of blank lines.

Where you require a standard number of blank lines between paragraphs use

***prxx**

as one of your format commands for the document. This command creates xx number of blank lines after every carriage return.

Use the pr command for the smallest or most frequent blank-line requirement and the ln command to add additional blank lines.

8.4.4 VERTICAL OFFSET

This command sets the distance in lines from the top of the page to the start of printing. Set it, using

***vpxx**

or leave it to Script/Plus, which will set the distance to 0.

8.4.5 LINE SPACING

The number of blank lines between lines of text can be set using

***spx**

where x is 0, 1, or 2. Page breaks are rearranged. If you omit this command, Script/Plus will print lines with 0 spaces between, i.e., single spaced.

8.4.6 LINES BEFORE PAGE BREAK—PAGE LENGTH

Use this command to tell Script/Plus the number of lines on a page (it will vary with paper size). You may have to set it higher than the assumed 66 to position correctly to the top of the next page if using separate sheets with automatic paper change, i.e., Continuous Output. Add to 66 the number of linefeeds (you can count them on the printer) needed to bring the top of the next sheet of paper to the desired print position. Use

***plxx**

to set the lines before page break, page length. If set high, this will cause Screen Output to display apparently over-long pages. Note that pl should always be set before tl, and that tl must never be greater than pl.

8.4.7 LINES PER PAGE—TEXT LENGTH

Script/Plus will assume that there are 60 lines available for printing before a new page is required. Three lines for header and three lines for footer are subtracted from the assumed page length of 66 lines. If you require more or fewer lines to print on, use

***tlxx**

to set the lines per page, text length.

8.5 CHANGING PAGE

You can force Script/Plus to start a new page at any time with

***fpxx**

using 0 to force an unconditional new page, or a number xx to force a new page only if there are fewer than xx lines for printing available on the current page. If you set xx at the end of a paragraph to the number of lines (including blanks) in the next paragraph, you will avoid splitting paragraphs.

8.6 PAUSE

The command

***ps**

will cause Script/Plus to interrupt printing and wait until C, V or P is pressed, allowing you to change print wheels, for example. You can also use Shift/p at this point to change to continuous output. A message of up to 30 characters (followed by a RETURN) can be inserted immediately after ps and will be displayed on a patterned Status Line when printing reaches it, but will not be printed.

8.7 NEXT LINKED FILE

When you are using linked files, Script/Plus must be told the name of the next file in sequence to be loaded from disk. Use the command

***lk:filename<RETURN>**

where “filename” is the name of the next file in the sequence. This command must be the Last Line of the current file, with no characters, not even a RETURN, appearing on subsequent lines.

8.8 HEADINGS AND FOOTINGS

8.8.1 HEADINGS

Heading is text that appears at the top of every page. Two lines of headings are allowed; the heading may be altered at any point in the text, but will only take effect on the next page.

The heading line is divided into three sections across the page. The first is left aligned, the second is centered, and the third is right aligned. The centering is between the left and right margins. Any section can be omitted, and both headings and footings can be omitted entirely. The command format is

***hdxx:text,text,text**
***hsxx:text,text,text**

where a “text” is the left, center or right heading section and hs is the second heading line. Although any or all “texts” can be omitted, the commas must be put in. The heading command line must appear on a separate line. The total number of characters in the heading texts must not exceed 256. The number of lines from the first heading line to the second and from the second heading line to the first line of the text is specified by xx.

Headings can be printed on the left and right on alternate pages. Note that when alternate headers are being used, only one line of header can be printed. The two header lines are used for the alternate printing. The first is right aligned for odd pages, the second is left aligned for even pages.

8.8.2 FOOTINGS

Footing is text that appears at the foot of every page: Two lines of footing are allowed; the footing may be altered at any point in the text, and wiii take effect on the current page.

The footing line is divided into three sections across the line. The first is left aligned, the second is centered and the third is right aligned. The command format is

***ftxx:text,text,text**
***fsxx:text,text,text**

where a “text” is the left, center or right footing section. Although any or all “texts” can be omitted, the commas must be put in. The footing command line must appear on a separate line. The total number of characters in the footing texts must not exceed 256. For the footing to appear properly, the difference between pl and tl must be at least the ft plus fs count plus two. The footing command must come after the commands that set page and text length, pl and tl respectively.

The number of lines from the first footing line to the second and from the second to the bottom of the page is specified by xx.

8.8.3 PAGE NUMBERS

You can specify a page number as one of your heading or footing texts with

ESC #

which will show on the screen as a highlighted #. You can have the word “Page” or other characters in the same text section if you wish. The value of # will be assumed as 1 at the start of printing unless you use the command

***p#xx**

to set the page number to xx. The page number is increased automatically on page change, but can be reset at any time using the above command.

8.8.4 HEADING AND FOOTING MARGINS

The margins for headings and footings will be assumed to be the same as those in force for the main text at change of page unless you specify them with

***hlxx**

for left margin and

***hrxx**

for right margin. These two commands set margins for both headings and footings at the same time; you cannot set them separately.

8.8.5 ALTERNATE HEADINGS

Headings can be placed alternately on the left- and right-hand side of the page. When used, only one line of heading can be printed on each page, as the two heading lines are used for the alternate printing. The first is right aligned for the odd pages and the second is left aligned for the even pages.

To set alternate headings, use

***ah1**

8.8.6 ALTERNATE FOOTINGS

Footings can be placed alternately on the left- and right-hand side of the page. When used, only one line of footing can be printed on each page, as the two footing lines are used for the alternate printing. The first is right aligned for the odd pages, and the second is left aligned for the even pages.

To set alternate footings, use

***af1**

8.9 SIMULATED PAGE

While no hard and fast rules can be given for the successful production of a specific print format on every printer, it is possible to indicate how some of the formatting commands can be combined. The command lines for the following “page” would look like this:

***pl20:tl16:vp2<**
***hd2:heading left,center,right<**
***hs2:2nd heading left,center,right<**
***ft2:footing left,center,right<**
***fs2:2nd footing left,center,right<**

The Margin Setting commands are not being used in the example. Notice that heading and footing commands are on separate lines; this is compulsory. The footing command is after pl and tl commands. The count for tl includes the count for vp and hd, but not the count for ft. For the footer to appear properly, the difference between pl and tl must be at least the ft plus fs count plus two.

The interrelation of all these commands may not be clear immediately. The best method of mastering them is to give yourself a learning session with Script/Plus, when you are not actually trying to produce an important letter, and try everything.

To learn the vertical print commands, first set a short pl of about 10, type in a few iines of text (four or five will do), then set up tl, vp, hd and ft commands one at a time, each time outputting to video to see the effect. Change the values you give to all these commands, one at a time, and repeat the video output. After a while you will understand exactly how they work. Then do the same with the horizontal print commands and the other commands. Only the Offset command will not show on the screen.

**********TOP OF PAGE**********

---
heading left----------center----------right

2nd heading left----------center----------right

START OF TEXT; this page has been created using the----------
----------following commands:----------
vp2: 2 lines between top of page and heading or text----------
hd2: 2 lines between heading line and start of text----------
ft2: 2 lines between footing line and bottom of page----------
pl20: total length of paper at 16 lines----------
tl16: no. of lines of text including vp and hd lines----------
---
footing left----------center----------right

2nd footing left----------center----------right

**********BOTTOM OF PAGE**********

9—PRINTER CONTROL

9.1 PRINTER CONTROL CHARACTERS

In this section we list the printer control codes that produce print effects such as Underlining, Bold Face, Large (Enhanced) or Small (Condensed) Print, etc. When you type in one of these control codes, it will show on the screen as a Character (often a highlighted or graphic character), but this character will not be printed. All the codes are of the form

ESC character

where “character” is one of the keyboard symbols in the left-hand column below. The table shows the effect of the various codes on the different printers supported.

We define “letter-quality” printers as those included in categories two and three on the Script/Plus startup menu. All printers with the same features should work correctly.

ESC	Letter Quality	Epson	CBM Matrix
[	Underline on	Enhance on	Enhance on or double width on
]	Underline off	Enhance off	Enhance off or double width off
;	Bold on	Underline on	n/a
:	Bold off	Underline off	n/a
&	Shadow on	Double print on	n/a
!	Shadow off	Double print off	n/a
<	Print red	Condense on	n/a
>	Print black	Condense off	n/a
’	Superscript	Superscript	n/a
,	Subscript	Subscript	n/a
(	Bold on	Emphasize on	Reverse on
)	Bold off	Emphasize off	Reverse off

NOTES

1. Repeat Bold. ESC ; sets a multi-strike of three. This is the default setting. To achieve different multiple strikes of a character, use

   ***rbxx**

   to set the number of strikes required.

   Only one colon is needed to end the feature.

2. If Epson or CBM Matrix printer are selected, the underlining commands will produce enhanced printed characters and double-spaced characters on the screen.

3. To send a backspace to your printer, use

   ESC Left Arrow

   This is displayed as reverse b.

4. To owners of Epson printers.

   4.1 When using emphasized or bold text options on the MX80, the code which turns the option off must not be used before a carriage return has been sent. If this rule is not observed, the option will be turned off before it is used. Early MX series machines will not allow a mix of condensed/normal or emphasized/normal characters on the same line of text.

   4.2 If two of the above control codes happen to appear in one buffer full of text, only the first will take effect. These peculiarities are due to quirks in the printer operating system and are not faults in Script/Plus.

   4.3 Condensed print and double print will affect the margin settings if turned on and off in the middle of a document. Superscripts and Subscripts also affect justification.

   4.4 Underlined text, superscripts and subscripts are only available on the MX series MX80 FT/3 and the FX80.

9.2 SPECIAL PRINTER CODES

The list on the preceding page describes the control characters used for the important features of most printers. However, it may be necessary to send a special code to your printer in order to activate a more unusual facility or to access characters which are not present on the computer's own keyboard. The format commands described in detail in section 9 are mainly used for controlling the appearance of the text on the printed page. The remaining format commands are used for the special printer codes.

9.2.1 THE CBM USER-DEFINED CHARACTER (1526 ONLY)

The CBM dot matrix printer has one special character, which Script/Plus defines as the pound sign (£) unless you choose to change it. It is entered in text as ESC $ and will show as a reverse $ but print as a pound sign. The user character can be redefined by a format command followed by ch and then a series of six decimal numbers.

For example

***ch1, 13, 63, 77, 77, 33**

See your printer manual for full explanation.

9.2.2 SCRIPT/PLUS SPECIAL CHARACTERS

Most non-CBM printers have certain extra characters, or functions, available which do not appear on the keyboard. Script/Plus allows up to 10 such characters to be defined at any one time. They are defined by the format command. First find out the ASCII code number for the function you want (this should be in a table in your printer manual). Then set one of Script/Plus' special characters equal to this ASCII code, using the following command:

***1=204**

Now, when you want to send the selected function to the printer, enter ESC 1 in the text; it will show as a highlighted 1. When the printer reaches this character it will do whatever this code instruction means. Up to 10 special characters, 0-9, can be defined.

Note for NEC Spinwriter user. If a value greater than 128 is sent to the printer using this method, the sequence of ASCII codes received will be: 14, value sent minus 128; 15.

9.2.3 £ SIGN CHARACTER

To access the £ sign character easily, you must first discover which key on the keyboard produces it. This may vary on printers and daisywheels. Whatever your printer type, first try printing the £ symbol, the $ symbol, and the # symbol, as one of these is likely to work. If none of them does, you can define the £ character in a command line at the beginning of a document as a sequence of ASCII code values. Obtain the relevant code values from your printer manual. The format is as follows:

***£=nnn,nnn,nnn,nnn**

where nnn is an ASCII code value. For example,

***£=27,89,0,0**

defines the £ sign as ASCII code 27 followed by 89 (ESC 89). This is the default, (i.e., you need not set it yourself), setting for a Diablo 630 printer. Once the £ symbol has been defined in this way, it will print the £ character until redefined, but the definition must be placed at the beginning of each document in which a £ is to appear.

9.3 ESCAPE SEQUENCES

Sometimes it is necessary to use an Escape Sequence to get at certain printer control functions. All this means is that you must send to the printer the Escape key followed by the other key. Use

ESC up arrow

This will show on the screen as a reverse E but will send Escape to the printer. You can combine the escape key with Script/Plus special characters to produce longer escape sequences. First define your special characters as described in the previous section. Then use

ESC up arrow

immediately followed by the special character(s). When Script/Plus prints the sequence, the desired effect will be achieved.

Note that as Script/Plus makes adjustments for the use of special codes during formatting, the use of extra escape codes may cause formatting problems. If, for example, you find that lines of text exceed the right margin when there are special codes in them, you may have to resort to indenting the right margin control by the number of special codes in a line (the rm, command will appear at the end of the orevious line) then inserting spaces yourself to achieve justification.

Example

Sample text with normal rm of 51.
Sample text—no special characters.*rm49<RETURN>
Two special characters and two extra spaces.*rm51<RETURN>
Here the rm has been reset to 51.

Output to video is necessary to find out where Script/Plus ends a line, since your rm commands must be followed by RETURN.

9.4 SECONDARY ADDRESSING

The information in this section will be of interest primarily to users of CBM 3022, 4022 and 8023 printers, and users of printers with programmable interfaces such as the SADI interface.

For the 3022 and 4022, line spacing alteration must be done by means of secondary addressing.

On the 8023, the switch to letter-quality print must be done by secondary addressing.

The format for secondary addressing commands is:

***sax,x,x,x…**

where the first x is the secondary address to be used and subsequent numbers (to a maximum of 20) are decimal values separated by commas to be sent to the secondary address. In many cases, users will find that they must specify two separate sa commands to send a sequence of characters.

APPENDIX A
KEYBOARD NOTES

CONTROLLING THE CURSOR

The cursor is the flashing block below the READY which appears on the screen when you turn on the computer. The position of the cursor determines where the characters will appear on the screen when you type them. There are four keys on the keyboard of your computer which control the principle movement of the cursor on the screen. These are the arrow keys in the right corner of your computer.

Depressing any of these keys moves the cursor in the direction of the arrow. If you want the cursor to return directly to the upper left corner of the screen, which is called the HOME position, press the key marked CLR/HOME. Practice moving the cursor around the screen using these keys.

If you are an experienced typist, you will find this method of moving around the screen unusual. Remember, you cannot use the space bar to move along the line as this will overwrite the characters on the screen with spaces. Similarly, do not try to move down the screen using the RETURN. Pressing RETURN deletes all characters to the right of the cursor.

CORRECTING TYPING MISTAKES

Before starting to use your Commodore program, you should know how to correct typing errors so that you need not worry if you press the wrong key from time to time. Correcting errors is simple on the Commodore computer. Try it.

Type the following, complete with mistakes, anywhere on the screen:

Where errorrs are conserned the ky to scksess is to try.

To correct “errors,” place the cursor over the “s.” Now press the INST/DEL key once. You will now have:

errors

The DELETE function takes the letter under the cursor, “pulls” it, along with all the following text, one position to the left. This action covers whatever was originally in the position to the left of the cursor.

Next place the cursor over the “s” in “conserned” and press the “c” key. Notice how the computer simply overwrites whatever is under the cursor.

Now place the cursor over the “y” in “ky.” Hold down the SHIFT key and press the INST/DEL key once. Notice how the INSERT function “pushes” the character at the

cursor and the text to the right of the cursor one position to the right, leaving a blank space under the cursor where you can now type the missing “e.”

Try these techniques by correcting “scksess.”

Before proceeding with any other activity on the screen, press RETURN. The computer will display the message:

?syntax error
ready

Turn off your computer and insert the Script/Plus cartridge as explained in Getting Started.

APPENDIX B
DISK FORMATTING, DISK PRECAUTIONS

DISK FORMATTING

A disk may be formatted from within the Script/Plus environment:

1. Activate Script/Plus by pressing <**f2**> and <**RETURN**>

2. Press <**RETURN**> at the three prompts on the setup menu

3. Hold the control key down and type <**0**>

4. Type: **n0:diskname,id** <**RETURN**>

Diskname can be a 16-character name of your choice. The id is a 2-character identifier. Make sure you include the colon and the comma.

The disk will then be formatted.

PRECAUTIONS

Script/Plus is easy to use and relatively foolproof. However, some precautions must be observed to protect the information in your system from being distorted or destroyed.

THE WORKING ENVIRONMENT

In order to gain maximum efficiency and facilitate trouble-free operation, your Commodore Plus/4 computer system requires a controlled working environment. Avoid excessive heat, smoke or dust. What is comfortable for you is also satisfactory for the computer. A well-regulated power supply is essential, as any sudden increase or decrease will affect adversely the smooth running of your computer. If you suspect this is likely to occur, your Commodore dealer can analyze the problem and recommend solutions.

CARE OF DISKETTES

Diskettes must be handled with care. The following rules must be obeyed in order to protect the information stored on them:

1. Keep the diskette in its storage envelope whenever it is not in the drive unit.

2. Store the diskette in a diskette library case or other suitable rigid container.

3. NEVER leave the diskette on top of the drive unit.

4. Keep diskettes away from magnets and magnetic fields such as those generated by transformers, electronic motors, loudspeakers and telephone bells.

5. Do not write on the diskette jacket or label with a lead pencil or ball-point pen. Use a felt-tip pen or fill out the label before attaching it to the diskette.

6. Do not expose diskettes to excessive heat or sunlight. The recommended temperature range for the storage and use of diskettes is 50 to 120 degrees F.

7. Do not touch the diskette surface or center hole. Hold the diskette only on the encased area.

8. Do not attempt to clean the diskette. Abrasion will result in the loss of stored information.

9. Do not turn the drive unit on or off while the diskette is in place.

10. Load the diskette into the drive unit gently. Rough handling or forcing may damage the center hole.

11. Do not remove the diskette while the program is loading.

12. Never remove the diskette from the drive unit while the drive-action indicator light is lit or while disk unit is whirring.

13. Never bend the diskette. Always keep it flat.

14. Do not attach notes to the diskette with a paper clip or staples.

CARE OF CASSETTES

The following rules should be obeyed in order to protect the information stored on your cassettes and care for your cassette unit.

1. Keep the cassette in its box whenever it is not in the cassette unit.

2. Keep the cassettes away from magnets and magnetic fields such as those generated by transformers, electric motors, loudspeakers and telephone bells.

3. Do not expose cassettes to excessive heat or sunlight. The recommended temperature range is 50 to 120 degrees F.

4. Do not touch the exposed tape. This will leave moisture and dirt on the tape's surface.

5. Make sure your cassette unit is at least three feet from the television set or monitor.

6. Keep the lid of the cassette unit closed when not in use.

7. Periodically, demagnetize the cassette heads using a demagnetizer. The heads should also be cleaned after every 10 hours of playing time, using a standard head-cleaning cassette. Both these products are available from audio shops.

8. Check that the cassette is not loose on the spools before inserting it into the cassette unit. Loose tape can be wound onto the spool by inserting a pencil into one of the two holes in the cassette and turning it in the direction required.

APPENDIX C
FORMAT EXAMPLES

Much time can be saved by the use of standard formats for frequently prepared documents such as letters, memos, reports, etc. This appendix gives some suggestion for formats and for storing these in readily accessible form.

LETTERS

Prepare and save the following format using the file name “letter format +” on diskette or “letter format” on cassette.

***nb“letter format+”<R>**
***lm10:rm75:pl66:tl56<R>**

The values given should be altered to suit the letter paper you use. Set tabs for the date and for paragraph indents if required. Save this standard format on the diskette you use for letters or on one reserved for standard formats. If using cassette storage, you are not able to save the file with tabs. Remind yourself of tab settings in the initial format line, e.g.:

***nb“letter format” set tabs at 5 and 30<R>**

Save all standard formats on a cassette reserved for this purpose.

When typing a letter, load “letter format+“, alter the file name in the first comment line, then prepare, save and print your letter.

Two further formats are suggested here.

MEMOS

***nb“memo format+”<R>**
***lm10:rm70:sp2:pl66:tl56<R>**
TO: FROM<R>
LOCATION<R>
DATE<R>
***ln2:sp1<R>**

The tabs should be set at 4 and 30 and the word FROM should start at column 20. Adjust the values given to suit your own application and save the file.

REPORTS

```
*nb“report format”<R>
*lm10:rm75:pl66:tl56:ju1<R>
*hd5:<ESC b>„<ESC b><R>
*ft2:,Page <ESC #>,<R>
*cn1;<ESC [><ESC B><ESC ]><R>
*ln3;<ESC [><ESC B><ESC ]><R>
*ln3;<ESC [><ESC B><ESC ]>*ln7:cn0<R>
<ESC [>PURPOSE<ESC ]>*ln2<R>
<R>
<R>
*ln3;<ESC [>DISTRIBUTION<ESC ]><R>
<R>
<R>
<R>
*ln3;<ESC [>AUTHOR<ESC ]><R>
*fp0<R>
```

These format instructions provide headings and footings for the whole report with automatic page numbering and the headings and footings margins fixed. The first two variable blocks are filled with the report title and report number for the headings. The next two blocks are again the report title and number, this time for the title page. The iast block is for the date. All of these are printed enhanced. Use F1/F7 to tab to the variable blocks. The headings, PURPOSE, DISTRIBUTION and AUTHOR are also formatted for enhanced printing. The correct printing symbol, if different from the above, should be substituted. The relevant information for the report should be inserted in the space provided, and the rest of the report typed as usual.

Note the block markers remain and would be printed in the headings due to the justification involved. The four markers in the heading should therefore be removed, using the INST/DEL key before printing.

APPENDIX D
ERROR MESSAGES

OPERATIONAL ERRORS

If you specify an operation incorrectly, a message appears on the status line:

No Range Set!	No range has been set for a command requiring a range such as transfer mode. Section 3.7.
Out of Memory!	There is insufficient text area left to perform the current command, for example, inserting lines.
Cursor in Range!	When attempting to transfer or append a range, the cursor is in a position where the new piece of text would overwrite the original range set in the previous range command. Section 3.8.
Too Many Tabs!	Maximum of 50 vertical or horizontal tabs allowed. Section 4.1.1.
Search Failed!	A HUNT command failed to find the string specified. Cursor may not be at the start of text. Section 3.10.
Out of Data!	No more data is available from the current fill file. Section 6.9.
Out of Blocks!	No more blocks can be found in the current text file. Section 6.9.
Printer Error!	Incorrect status has been received from the printer. Turn printer on before typing output sequence. Section 7.7. Some printers give this error message even though they are on. Poke 0,0 before starting Script/Plus.

These error messages are largely self-explanatory. If you need further details, turn to the appropriate REFERENCE section.

PRINT FORMAT ERRORS

When outputting to screen or printer, Script/Plus detects errors in format commands and stops the output, positioning the cursor at the point of the error. A message on the status line indicates the type of error. The message states:

Format Error Type X

where X is a letter indicating a particular error as outlined below:

A Format command does not exist.

B Invalid character after command. Must be colon, semi-colon or RETURN.

C Number too large for command.

D Invalid number (non-numeric, invalid pitch or form advance). Or wrong number of commas in ch command.

E tl number greater than pl number. Section 8.8.2

F Wrong number of commas in header or footer. Sections 8.8.1, 8.8.2.

G Header or footer too long (max. 256 characters) or pause message too long (max. 30). Sections 8.8.1, 8.8.2, 8.6.

H Print width too narrow (rm minus lm is less than 15). Section 8.3.5.

J Left margin = 0

K Left margin greater than right margin.

L Header number too large (must be less than tl minus 1).

M Too many (more than 20) control characters in line.

N Format command not at beginning or end of line. Section 8.1.

DISK ERRORS

Standard Script/Plus disk error messages are displayed on the status line, or the top line of the screen. See your disk drive manual for further information if required. The message states:

Disk Error Type X

where X is a number indicating a particular error as outlined below:

0 Routine terminated by the STOP key

1 Too many open files

2 File already open

3 File not open

4 File not found

5 Device not present

6 File is not an input file

7 File is not an output file

8 File name is missing

9 Illegal device number

APPENDIX E
PRINTER VARIATIONS

The requirements for using some of the most popular printers with Script/Plus are described in this section. Examples of set up procedures and printouts are shown and some connection details are given.

COMMODORE PRINTERS

Serial Printers—1515/1525
Printer prompt—select 0

Enhanced text is produced on this printer by enclosing the text within the symbols **ESC/[** and **ESC/]**.

Reversed text is produced on this Printer by enclosing the text within the symbols **ESC/(** and **ESC/)**.

Reversed and enhanced text is produced on this printer by enclosing the text within the symbols **ESC/(/ESC/[** and **ESC/)/ESC/]**.

IEEE Interfaced Printers

USER DEFINED CHARACTERS

To print a pound sign (£) or a user-defined character on the 4022 or 3023 printer, you must enter a format line as follows:

***0=254:sa5,2,26,126,154,154,66**

Whenever you want your defined character to be printed, enter **ESC/0** and a reversed field 0 will be printed as the character previously defined in the format line.

A user-defined character may also be enhanced or reversed if required.

4022

Printer prompt—select 0

Enhanced text is produced on this printer by enclosing the text within the symbols **ESC/[** and **ESC/]**.

Reversed text is produced on this Printer by enclosing the text within the symbols **ESC/(** and **ESC/)**.

Reversed and enhanced text is produced on this printer by enclosing the text within the symbols **ESC/(/ESC/[** and **ESC/)/ESC/]**.

8023p

Printer prompt—select 0

Enhanced text is produced on this printer by enclosing the text within the symbols **ESC/[** and **ESC/]**.

Reversed text is produced on this Printer by enclosing the text within the symbols **ESC/(** and **ESC/)**.

Reversed and enhanced text is produced on this printer by enclosing the text within the symbols **ESC/(/ESC/[** and **ESC/)/ESC/]**.

8300

Printer prompt—select 3

(R)S232 (S)ERIAL (C)ENTRONICS—SELECT S

Underlined text is produced on this printer by enclosing the text within the symbols ESC/[and ESC/]

Bold text is produced on this printer by enclosing the text within the symbols ESC/; and ESC/:.

You can repeat the ESC/; command to produce **bolder text** than the above like this. (ESC/; repeated five times).

Superscripts are produced by using ESC' e.g., x^{12} is keyed in like this: xESC'1ESC'2.

Subscripts are produced by using ESC, e.g., H_2SO_4, is keyed as: HESC,2SOESC,4.

OTHER PRINTERS

RS232C INTERFACED PRINTERS

Connected via Commodore 1011A Cartridge or equivalent

Diablo 630 (set to:ready on, 1200 baud, mark parity)

Cable connections:

Interface end		Printer end
pin 2	to	pin 3
pin 3	to	pin 2
pin 5	to	pin 20
pin 6	to	pin 6
—		pins 4, 5, 6, 8 together

Printer prompt—select 3

(R)S232 (S)erial (C)entronics—select R

Control register value 8
Command register value 17

Underlined text is produced on this printer by enclosing the text within the symbols ESC/[and ESC/]

Bold text is produced on this printer by enclosing the text within the symbols ESC/; and ESC/:.

You can repeat the ESC/; command to produce **bolder text** than the above like this. (ESC/; repeated five times).

Superscripts are produced by using ESC' e.g., x^{12} is keyed in like this: xESC'1ESC'2.

Subscripts are produced by using ESC, e.g., H_2SO_4, is keyed as: HESC,2SOESC,4.

SMITH CORONA TP1 and EL2000

Cable connections

Interface end		Printer end
pin 2	to	pin 3
pin 3	to	pin 2
pin 5	to	pin 20
pins 6 & 4 together		—

Printer prompt—select 4

(R)S232 (S)erial (C)entronics—select R

Control register value 8
Command register value 17

Underlined text is produced on this printer by enclosing the text within the symbols ESC/[and ESC/]

Bold text is produced on this printer by enclosing the text within the symbols ESC/; and ESC/:.

You can repeat the ESC/; command to produce **bolder text** than the above like this. (ESC/; repeated five times).

RS232 CONTROL REGISTERS

Users of the RS232 port will need to set the values of two control registers in order to instruct the computer how to send data to the printer. These values are entered in response to two prompts during the start-up procedure if the RS232 interface is selected. To obtain the necessary values, follow these steps:

1. Study your printer manual and note the correct settings for these items:

   Baud rate
   Data word length
   Number of stop bits
   Parity

2. For each of these items, look up the corresponding value for the required setting in the appropriate table below.

BAUD RATE	VALUE	DATA WORD LENGTH	VALUE	NO. OF STOP BITS	VALUE	PARITY TYPE	VALUE
50	1	8	0	1	0	disabled	0
75	2	7	32	2	128	odd	32
110	3	6	64			even	96
134.5	4	5	96			mark	
150	5					transmit	160
300	6					space	
600	7					transmit	224
1200	8						
1800	9						
2400	10						
3600	11						
4800	12						
7200	13						
9600	14						
19200	15						

3. Add together the values you obtained for baud rate, data word length and number of stop bits. Enter this as the answer to the “Control Register Value” prompt.

4. Enter the value you obtained for parity as the answer to the “Command Register Value” prompt.

EXAMPLE

baud rate 9600 —value 14
word length 8 —value 0
no. of stop bits 1 —value 0

total value of A, B and C—14

Enter 14 to “Control Register Value”

parity odd —value 32

Enter 32 to “Command Register Value”

Make a note of the values you enter and re-enter them each time you select the RS232 interface for this printer.

User Port (direct command)

Centronics 737

Printer prompt—select 4

(R)S232 (S)erial (C)entronics—select C

OKI Microline

Printer prompt—select 4

(R)S232 (S)erial (C)entronics—select C

(can also be connected through RS232C.)

MX 80 PRINTERS

These printers can be set up to run as Centronics, RS232C or IEEE-488. In response to the printer prompt, select 1. Then select RS232, Centronics or Serial (for IEEE) as appropriate. Refer to the register maps in this section to determine the values to be entered for the RS232C registers.

APPENDIX F
DEFAULT VALUES

lm	left margin	1
rm	right margin	80
hl	left margin for header and footer	lm
hr	right margin for header and footer	rm
pl	printer page length	66
tl	number of lines to be printed	60
vp	vertical positioning on page	0
of	offset from edge of page to start of printing	0
lf	line feed after carriage return	0
sp	spaces between lines	0
ju	right justification	0
cn	text centering	0
ra	right alignment	0
fa	printer lines per inch	6
pt	printer characters per inch (pitch)	10

APPENDIX G
FILE APPLICATIONS

SELECTION

The selection facilities of the merge function allow Script/Plus to be used in certain records management applications. Here are some suggestions which may either be directly useful to you, or may stimulate you to define an application to suit your own requirements.

1 RECORD CODE

Give each record in the data file a record code. This is not the same as a selection code (see reference section 6). A record code will usually be a name and is used to find records in a data file quickly, using the hunt function, for more efficient record updating.

2 ACCOUNTING

If you store financial data from your accounting system in a record, the merge function can be used to generate credit control letters, forms and reports.

2.1 INVOICES

These can be generated from name and address data, order data, and goods/total data. Use measured blocks to preserve format.

2.2 SELECTING INTO A NEW FILE

It is possible to create new files that contain information selected from all the records in a data file.

2.2.1 At the start-up menu, select printer option 1 (Epson), CBM code, and IEEE interface.

2.2.2 Create a file with the labeled blocks necessary to extract the required information from the main file. Set pl and tl to the number of lines required per entry (e.g., 1 line for an audit report requires pl1:tl1; 5 lines for a name and address requires pl5:tl5).

2.2.3 Output the file, using options OCFS, as a file saved to disk.

2.2.4 Load the file into a proforma report and edit as required to produce page breaks, blank lines, subtotals, etc. You can use arithmetic to obtain totals and subtotals. Restart the program if using the same bank as for the output phase (i.e., 2.2.3), setting options for your normal printer. Print the report.

2.3 AUDIT REPORT

Select into a new file with a single line of data holding record code, name, invoice data, etc. Load this into a proforma report, total the financial data and print.

2.4 ANALYSIS

Select into a new file using selection codes in an *nb line, and/or conditional labeled blocks, to obtain files of different types of record, customer, etc. Load into a proforma report, calculate totals and print.

3 ADMINISTRATION

Select into a new file using selection codes and/or conditional labeled blocks to obtain subsets of your main data files. Proceed as described above to produce reports for use in different departments, e.g., credit control.

4 CREATING NEW DATA FILES

Select into a new file as described above. The file must be edited in order to document it, insert record separators, and new fields, if required. This technique allows generation of new data files using existing data, thus reducing typing time.

5 LABELS

A two-stage operation is necessary if you want to print multiple columns of labels in sequence across the page. First select names and addresses into a new file as described above. Then create a label file in multiple column format with a measured block at each printing point. Label these blocks in columns continuously from “a” to the letter that marks the final print point.

Example

<a>	<d>	<g>
<b>	<e>	<h>
<c>	<f>	<I>

Use the new file as a fill file when printing labels. Record separators are not required.

6 BIBLIOGRAPHY AND RESEARCH

Data files do not have to hold business data. Set up records of reference materials, experimental data or progress charts, etc. In edit mode, use ESC v to search and select from your file. Searching is always sequential and not indexed, so order your data if quick access is required.

GLOSSARY

A list of terms used in this manual

Aligned
The edge of the text lines up, i.e., spaces are added so that the last and/or first character of each output line is in the same column as the line above.

Append
Load a file at the end of the text currently in memory.

Baud Rate
Rate of data transfer between the computer and a peripheral device such as a printer.

Blocks
Specially marked areas within a document that are automatically filled with information from another file (data file/fill file), when the document is output.

Capital Lock
Gives upper-case characters on the alphabetic keys and lower-case characters on all others. Established by pressing graph.

Calculation
The result of a calculation retained in the calculator memory.

Character
A single symbol that appears on the screen. Created by pressing a key or combination of keys.

Clear Position
The position at the start of text, namely line 1, column 1.

Command Mode
Used to instruct Script/Plus to perform various functions. Entered by pressing ESC.

Comment
A line or partial line of information that is not output and has no effect on the appearance of the document.

Conditional Forced Page
The point at which a new page begins if the number of lines specified in the command will not all fit on the current page.

Continuous Print
Each page in a document is automatically printed in succession.

Cursor
The flashing block on the screen that indicates where the next character which is typed will appear.

Cursor Control Keys
Marked with arrows. Used to move the cursor.

Data File
See fill files.

Decimal Tabs
Used to automatically align the decimal point in a column of numbers.

Default Values
Those values which Script/Plus assigns to parameters if no others are specified.

Delete
Remove text without leaving a gap, i.e., the remaining characters move up to fill the space that had been occupied by the deleted text. Contrast with “erase.”

Directory
A list of the names of the files on a disk.

Directory Scan
reading successive file names form a directory to the Status Line by pressing <SHIFT CLR>.

Disk Mode
When you are using a disk unit, this mode is entered to load or save files, to view directories and to perform other disk operations. Entered by pressing OFF.

Document
Any text created using Script/Plus.

Edit Mode
Used when you are inputting or editing text. This is the mode you generally return to when operations in other modes are completed. If not restored automatically, it is entered by pressing ESC.

Erase
Remove text, leaving a blank space in the document where the erased text had been. Contrast with “delete.”

File 1
Text or document stored on a disk. The maximum file size in one bank is approximately 501 lines at a text width (screen line length of 40. Files can be created in two banks.

File 2
The action of storing a document on disk.

Fill Files
A file containing a list of information that automatically goes into measured or variable blocks in a document. The information in the file can be used in sequential or selected order.

Fill File Marker
Two markers are used in fill files. One is to mark the beginning of each record (ESC b); the second to mark the end of each field within a record (ESC m or RETURN).

Footing
One or two lines of text that appears on the bottom of every page. It may include the page number.

Forced Page
The point at which a new page begins, irrespective of the number of lines remaining on the current page.

Format
The arrangement or appearance of printed text.

Formatting
Preparing a disk to receive information.

Free Format Input
Typing into a word processor without indicating the ends of lines.

Function Keys
The four keys along the top of the computer keyboard. Eight functions are automatically loaded to the function keys as Script/Plus loads.

Heading
One or two lines of text that appears at the top of every page. It may include the page number.

Home Position
The top left corner of the screen or text. The cursor can be moved to the top left of the screen by pressing CLR/HOME and to the top left of the text by holding down the SHIFT and pressing CLR/HOME.

Homing the Cursor
Moving the cursor to the home position.

Horizontal Cursor Control Key
Marked with left and right arrows. Used to move the cursor across the text.

Horizontal Tabs
Selected positions along the text line to which the cursor may be moved by pressing TAB.

Hunt
Locate a specific group of characters and move the cursor to the end of the group.

Initial Parameters
Those values which are set on the first Script/Plus screen, i.e., text width, disk, tape or device number and printer type.

Insert
Add characters, words or lines in between other characters, words or lines in a document.

Justified
Edges of text are aligned.

L:001 C:001
The Status Line indicator for the top left hand corner of the screen. It is the Clear or Home position of the cursor. The L (line) and C (column) values change as the cursor moves around the screen.

Labeled Measured Blocks
Blocks that always begin and end in a fixed position in the text, no matter what their length. A character is entered in the block which corresponds to the field in the fill file record to be inserted in this block.

Labeled Variable Blocks
Blocks that open out to accommodate the size of the information being put into them. A character is entered in the block which corresponds to the field in the fill file record to be inserted in this block.

Linked Files
Several files chained together. They are treated as one document for some operations.

Linking Space
Used to link words that are not to be divided over two output lines. Made by typing a SHIFTed space.

Load
Take a file that is on a disk and copy it into the computer's memory.

Mail Merge
Automatically filling variable blocks in text with information from a fill file. Used for sending personalized standard letters, etc.

Measured Blocks
Blocks that always begin and end in a fixed position in the text, no matter what their length.

Memory
That part of the computer where your document is held. The contents of memory are erased when the computer is turned off.

Merge
Insert a file into the text currently in memory.

Pan
Move the text continuously without a key being held down. Activated by pressing ESC p, then the cursor control key for the desired direction of the pan.

Pattern Matching
A method of selecting files whose names conform to a stated pattern, e.g., all the file names start the same or all have certain letters in specific locations.

Pitch
The number of printed characters per inch.

Phantom Spaces
Spaces that are displayed on screen when wordwrap is switched on that are not printed.

Ragged
The edge of the text is not aligned.

Range
Establishing a portion of text to be acted upon, e.g., deleted, moved, etc. Ranged text is highlighted by pressing ESC r and then the appropriate cursor control keys. A column block is ranged by pressing ESC SHIFTed/r.

Recall
Load a file from a disk into the computer's memory.

Reverse Field
Display with the character and background exchanged.

Save
Take a file that is in the computer's memory and copy it onto a disk.

Scratch
Remove a file from a disk.

Scroll
Display successive lines in the document automatically, the top line of text disappearing off the screen as a new line is added to the bottom.

Soft Hyphen
Used to indicate where a word should be divided when the entire word does not fit at the end of a printed line. Indicated by pressing ESC CTRL, then the hyphen.

Status Line
The line at the top of the screen when you are entering, editing or outputting text. This line displays information about the mode you are in, cursor position, etc.

Store
Save a file from the computer's memory onto a disk.

Tabs
Selected positions on the text area to which the cursor may be moved by pressing TAB or SHIFTed TAB.

Text Length
The number of lines printed on an output page.

Text Width
The width of the screen line onto which you type your document. This value is selected on the initial screen.

Validate
Close all files on a disk.

Variable Blocks
Blocks that open out to accommodate the size of the information being put into them.

Vertical Cursor Control Key
Marked with up and down arrows. Used to move up and down through the text.

Vertical Offset
The number of lines from the top of the page where printing is to begin.

Vertical Tabs
Selected positions down the text to which the cursor may be moved by pressing SHIFTed/TAB.

Video
Screen Display.

Wordwrap
The text entry aid that prevents words being split between two lines on screen. If a word overlaps a line, it is moved onto the next line and phantom spaces are displayed on the screen. Wordwrap can be switched off.

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